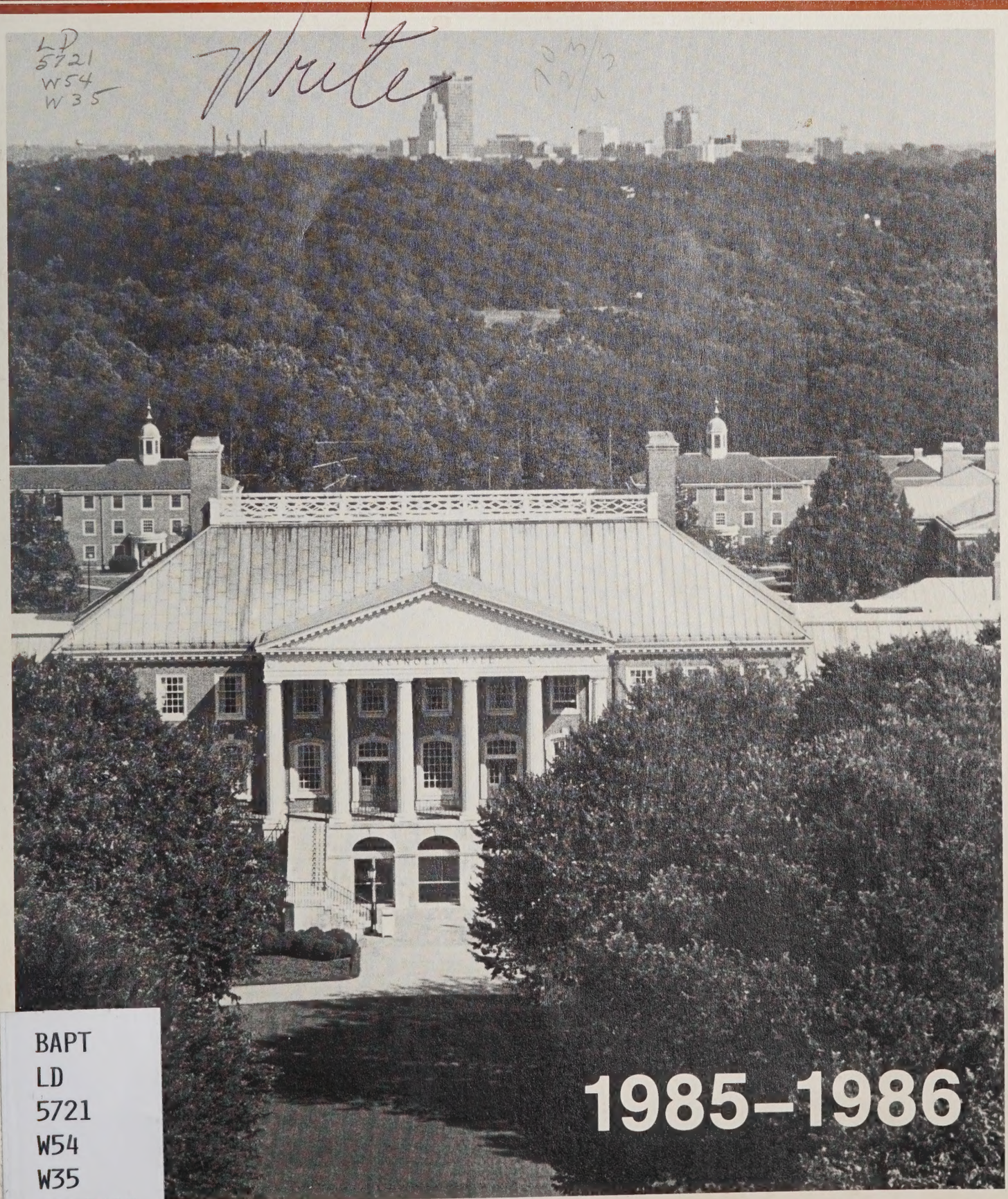
Wake Forest Student Handbook



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Bulletins of Wake Forest University

The Undergraduate Schools
Director of Admissions and Financial Aid
7305 Reynolda Station
Winston-Salem, North Carolina 27109
919-761-5201

The Graduate School
Dean of the Graduate School
7487 Reynolda Station
Winston-Salem, North Carolina 27109
919-761-5301

The School of Law
Director of Admissions
7206 Reynolda Station
Winston-Salem, North Carolina 27109

The Babcock Graduate School of Management
Director of Admissions
7659 Reynolda Station
Winston-Salem, North Carolina 27109
919-761-5422

The Bowman Gray School of Medicine
Associate Dean for Admissions
300 Hawthorne Road
Winston-Salem, North Carolina 27109
919-748-4265

The Summer Session
Dean of the Summer Session
7293 Reynolda Station
Winston-Salem, North Carolina 27109

Terry Hydell, *Editor*

Wake Forest administers all educational and employment activities without discrimination because of race, color, religion, national origin, age, handicap, or sex except where exempt.

Wake Forest Student Handbook 1985–1986

Published by the Office of the Dean of Students

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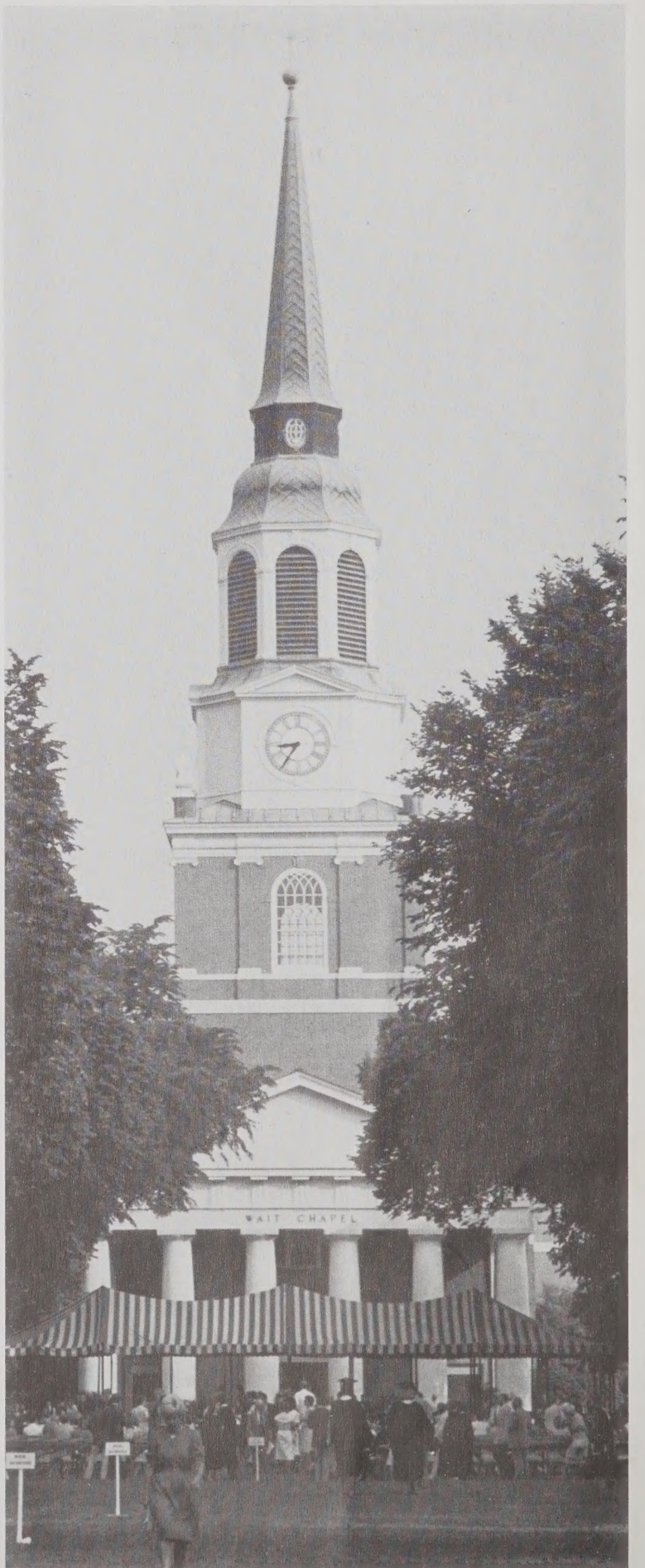
The Academic Calendar

Fall Semester 1985

August	22	Thursday	Residence halls open at 8 a.m. for first year students
August	22–27	Thursday–Tuesday	Orientation for first year students
August	24	Saturday	Residence halls open at 10 a.m. for transfer students
August	25	Sunday	Residence halls open at noon for returning students
August	25	Sunday	Orientation for transfer students beginning at 2 p.m.
August	26, 27	Monday, Tuesday	Registration for all courses
August	28	Wednesday	Classes begin
September	3	Tuesday	Opening Convocation
September	10	Tuesday	Last day to add courses
September	24	Tuesday	Last day to drop courses
October	11	Friday	Fall holiday
October	18	Friday	Midterm grades due
November–December	28–1	Thursday–Sunday	Thanksgiving recess
December	2	Monday	Classes resume
December	6	Friday	Classes end
December	9–11	Monday–Wednesday	Examinations
December	12	Thursday	Reading day
December	16, 17	Monday, Tuesday	Examinations
December–January	18–12	Wednesday–Sunday	Christmas recess

Spring Semester 1986

January	12	Sunday	Residence halls open at noon
January	13, 14	Monday, Tuesday	Registration for all courses
January	15	Wednesday	Classes begin
January	28	Tuesday	Last day to add courses
February	6	Thursday	Founders' Day Convocation
February	11	Tuesday	Last day to drop courses
March	7	Friday	Midterm grades due
March	8–16	Saturday–Sunday	Spring recess
March	17	Monday	Classes resume
March	31	Easter Monday	Regular class day
May	2	Friday	Classes end
May	5–7	Monday–Wednesday	Examinations
May	8	Thursday	Reading day
May	9, 10	Friday, Saturday	Examinations
May	12, 13	Monday, Tuesday	Examinations
May	18	Sunday	Baccalaureate
May	19	Monday	Commencement



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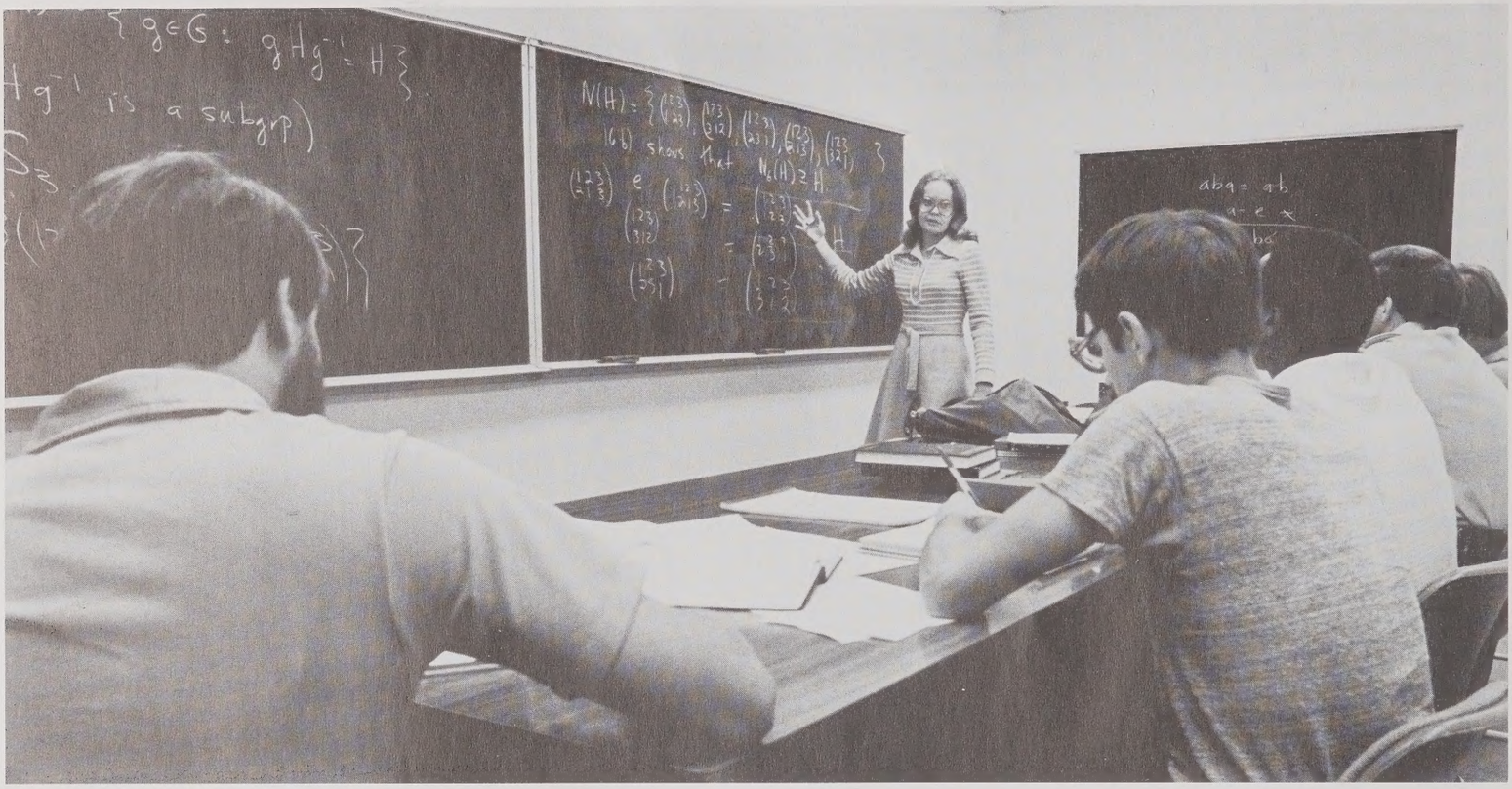

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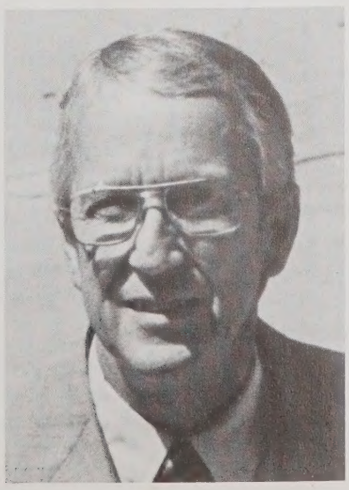
Wake Forest People

Students at Wake Forest care about life and about learning. The more than 200 members of the faculty and the University's administrators want to help students get the most out of their College experience. Many faculty members get to know students outside the classroom by inviting them to departmental get-togethers or to their homes and by serving on joint student/faculty committees. Most faculty post their office hours early in the semester and are happy to talk with students about academic matters and other concerns and interests.

Most administrative offices are located in Reynolda Hall or Davis Hall and are open from 8:30 a.m. to 12:30 p.m. and from 1:30 p.m. to 5:00 p.m. Appointments are advisable when possible.

Office of the Dean of Students
Dean's Office 113 Davis Hall 761-5226
Assistant Dean's Office 111 Davis Hall 761-5565

The dean of students' office coordinates the services essential for promoting the personal development of each student. These services include the College Union, residence life, and housing. The office assigns freshman housing / plans and conducts freshman orientation / supervises fraternities, societies, hall councils, and student organizations / coordinates the University's judicial process, including scheduling hearings and communicating the decisions of the panel / administers University policy on solicitation of sales and service or gifts on campus / administers the GRE / supervises the ID card system / provides guidance and referral for all students / administers the alcohol event registration process / coordinates the publication of the student handbook.

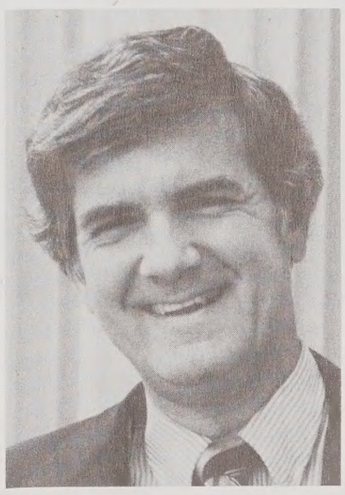


Dean Mark H. Reece

Office of the Dean of the College
204 Reynolda Hall
761-5311

The dean's office is responsible for the quality and integrity of the academic program at Wake Forest College and for the effectiveness of each student's participation in it. The office participates in faculty selection and maintains a relationship with each faculty member / oversees the planning process for the growth and development of the curriculum / is primarily responsible for the functioning of the Committee on Academic Affairs / is primarily responsible for academic guidance / administers standardized tests such as LSAT, GMAT, and MCAT / coordinates the international student program / coordinates the Honor Council.

Dean Thomas E. Mullen



Associate Dean Toby A. Hale

Assistant Dean
William S. Hamilton

Assistant Dean
Patricia Adams Johansson

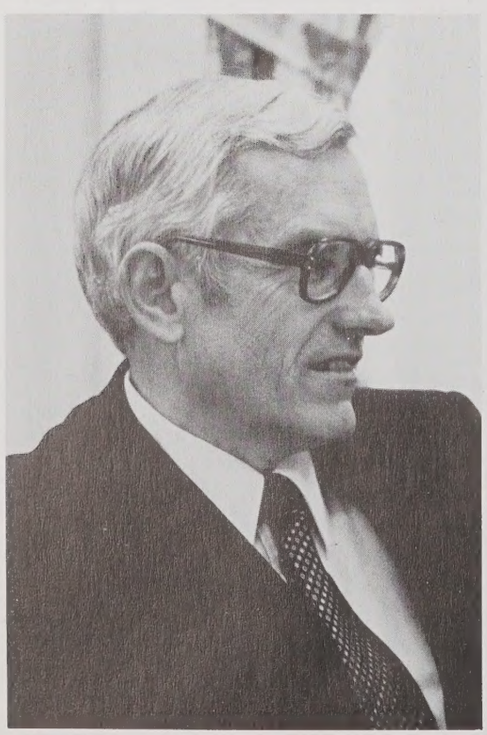
Office of Minority Affairs
202 Reynolda Hall
761-5664

The office offers support services to minority students. It offers academic and financial counseling and tutorial assistance / coordinates the publication of NOMMO, the minority student newsletter / maintains an extensive data bank of graduate and professional opportunties in higher education / helps students identify sources of graduate financial aid.

President Thomas K. Hearn Jr.

Provost Edwin G. Wilson

Vice President for Administration
and Planning
John P. Anderson



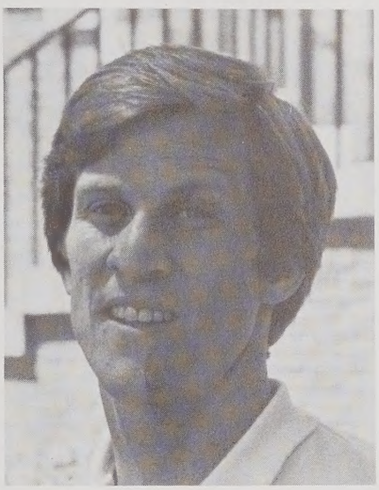
Vice President and Treasurer
John G. Williard

Assistant Vice President for
Administration and Planning
Lula M. Leake

Brian M. Austin
Assistant Vice President for
Student Affairs

College Union and Student Activities
124 Reynolda Hall
761-5228

The College Union and student activities office organizes and promotes many campus activities. Membership is open to all students. The College Union student board of directors, composed of committee chairpersons and representatives, provides an opportunity for students to come together to learn and to have fun as they manage projects and watch ideas take form. The office plans and conducts social, recreational, cultural, and educational programs / conducts leadership training programs / coordinates the experimental college / advises student groups and helps plan group activities / supervises the Reynolda Hall facilities / maintains the College Union Contemporary Art Collection / manages the information desk / provides duplicating services and printing of posters and banners.



Director Michael Ford

Housing Office
111 Davis Hall
761-5663

The housing office manages the thirteen residence halls (which house about 2,500 students), three language houses, and three student apartment buildings containing fifty-six efficiency apartments for married and international students. The office provides information about facilities and services / makes housing assignments / acts as liaison between tenants, physical plant, the department of public safety, and the treasurer's office / insures a safe and secure environment / participates in long range planning for the use and maintenance of housing facilities / coordinates summer housing and summer conferences / operates an off-campus housing referral service.

Director Edward Cunnings

Residence Life Office
111 Davis Hall
761-5185

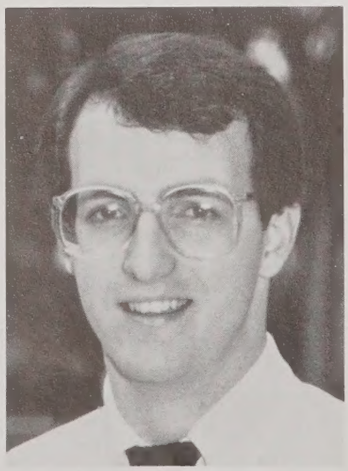
The residence life office offers educational, social, and support services and programs for students living on campus and creates a residence hall environment which allows each student to develop individually and as a member of the community. The office selects and trains area coordinators / provides educational programs / builds community involvement / promotes a safe and positive living environment / advises residence councils / enforces University rules and regulations / provides guidance and referral services / manages the day-to-day operation of the residence halls.

Assistant Dean of Students
for Residence Life
Shannon E. Browne

Area Coordinator
Pam Turgeon

Area Coordinator
Jack LoCicero

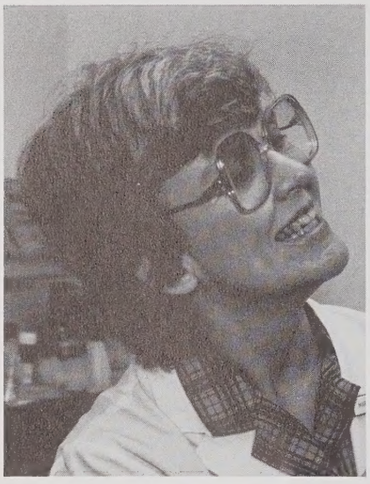
Area Coordinator
Suzanne Stevens



Area Coordinator
William Burig

Student Health Service
Kitchin Hall
761-5218

The physicians, physician assistants, and nurses provide primary health care, including diagnosis, treatment, general health maintenance, and when necessary, referral to specialists. Walk-in and hospital services are available twenty-four hours a day when the University is in session. The health service cares for injured students / diagnoses and treats illnesses / refers cases to specialists / acts as liaison with family and consulting physicians / administers allergy shots and routine medications / performs medical examinations / provides basic laboratory services / coordinates the wellness program.



Director Mary Ann H. Taylor

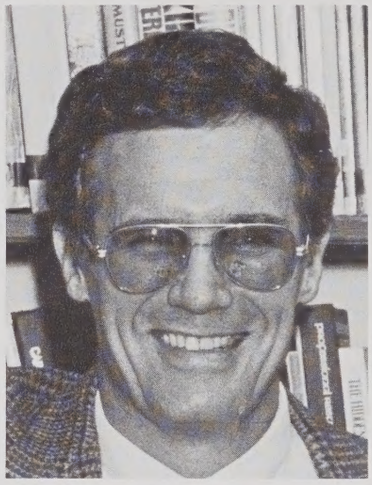
University Counseling Center
118-122 Reynolda Hall
761-5273

The University Counseling Center offers counseling, psychotherapy, testing, and consulting services to University students, faculty, and staff. All services are confidential. The center helps students improve their note taking, time management, concentration, memory, reading, and study skills / helps students plan their careers / helps students learn to cope, to relate to people, and to deal with their feelings and moods / helps students modify their behavior—eating, drinking, smoking, for example / offers assertiveness training, relaxation training/ biofeedback, and treatment of specific fears and problems / provides psychotherapy and crisis intervention for students in distress, contemplating suicide, coping with chemical abuse or with personality disorders / handles emergency services in conjunction with the Health Service staff.

Counseling Center Director
Brian M. Austin

Career Planning and Placement Office
7 Reynolda Hall
761-5246

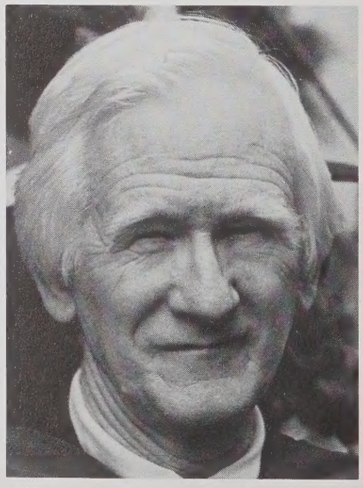
The career planning and placement office helps students find jobs and helps them apply to graduate or professional schools. The office teaches skills necessary for successful job placement / teaches resume writing and interview skills / coordinates recruiting visits by approximately 150 companies, graduate and professional schools / advises students who have selected careers / advises students who plan to attend graduate schools / supplies application materials for LSAT, GMAT, GRE, and MCAT / coordinates information on summer jobs, internships, or volunteer work which provide career experience / maintains files of student resumes and recommendations for prospective employers and graduate and professional schools.



Director N. Rick Heatley

Campus Ministry
302 Wingate Hall
761-5248, 761-5210

The Campus Ministry tries to assess and address the religious needs of students, faculty, and staff. The University chaplain, Baptist, Episcopal, Methodist, and Roman Catholic campus ministers, and a representative of the Intervarsity Christian Fellowship have contact with students. The Campus Ministry holds weekly worship services at 11 a.m. on Thursdays / holds special services during Lent and Christmas (the Lovefeast) / sponsors volunteer service projects / advises students on developmental issues / offers Bible study groups / sponsors work in local churches / advises students interested in graduate study or careers in religion / coordinates the volunteer services program.



Chaplain Edgar D. Christman

Wake Forest Purpose

Wake Forest College is the undergraduate school of arts and sciences of Wake Forest University. It is the center of the University's academic life; through it the University carries on the tradition of preparing men and women for personal enrichment, enlightened citizenship, and professional life.

Wake Forest College is a place of meeting. Its teachers and students are of diverse backgrounds and interests, and that diversity is crucial to the distinctive character of the College. Wake Forest continually examines its educational purpose and evaluates its success in fulfilling it. A formal statement of purpose was prepared as part of the school's decennial reaccreditation process and was adopted by the Board of Trustees.

The people who wrote the Statement of Purpose were guided by the history of Wake Forest, particularly the history of its expressed and implied objectives. Their goal was to articulate the attributes which make Wake Forest distinctive.

"We believe," they said, "that Wake Forest should be as good an academy as possible. We believe that diversity is necessary as Wake Forest seeks to meet its educational responsibilities, and as a guide to those who must make the decisions which will determine the school's character in the future."

Following is the official statement of purpose of Wake Forest College.

Statement of Purpose

Wake Forest is a university entrusted with a vital religious heritage and an equally vital tradition of academic freedom. Recognizing the special character of its obligation as an educational institution, Wake Forest assumes the responsibility of insuring that the Christian faith will be an integral part of the University's common life. The University maintains its historic religious perspective through an association with the Baptist churches of North Carolina, the visible symbol and ministry of the campus church, the chaplaincy, and the Christian commitment of individuals within the faculty and administration. At Wake Forest, those who represent this perspective engage in a continuing dialogue with those of other views who join with them in dedication to teaching and learning. Together they assume responsibility for the integrity of the institution and for its commitment to academic excellence.

In keeping with its belief in the value of the community, Wake Forest also recognizes an obligation to preserve its atmosphere of mutual respect and of openness to diverse interests and concerns. Its religious heritage, which continues to find expression in tradition, ritual, and convocation, provides unifying and sustaining values beneficial to the whole community. Because of its heritage, Wake Forest fosters honesty and good will, and it encourages the various academic disciplines to relate their particular subjects to the fundamental questions which pertain to all human endeavor.

Along with the value of community, Wake Forest respects the value of the individual, which it expresses through its concern for the education of the whole person. In view of this concern, a basic curriculum composed of the liberal arts and sciences is essential to the objectives of the College. This means that though the usefulness of professional and technical courses is acknowledged, it is necessary that such courses be related to a comprehensive program of humanistic and scientific studies. In particular, this objective requires an acceptable level of proficiency in those linguistic and mathematical skills which are basic to other pursuits. It also calls for a study of the major contributions from one or more representative areas within the natural sciences, the social sciences, and the humanities, including an examination of integrating disciplines such as religion, philosophy, and history. Such a course of study, when made an essential part of the total offering, prevents the premature specialization which threatens effective communication among the disciplines, and it addresses the fundamental as well as the vocational needs of the student. Wake Forest expects that all of the courses in its curriculum will make significant demands upon the talents of the student and will encourage the development of a humane disposition and an inquiring spirit.

Wake Forest Tradition

Wake Forest traditions are many. From serenades to stealing the Derby Day mascot, from Founders' Day convocation to graduation on the Plaza, Wake Forest students take pride in preserving their past.

Aside from the tradition of honor as outlined in the Honor Code, probably the two most important and consistent traditions at Wake Forest are the love of learning and a spirit of friendliness.

In 1970 the faculty endorsed in principle the "Joint Statement on Rights and Freedoms of Students." A copy is available in the office of the dean of the College.

Learning extends far beyond the classroom at Wake Forest. Students study hard, but they also play hard. Other people are a constant source of enrichment on campus, and new students soon feel right at home. They even learn the *alma mater:*

Dear Old Wake Forest!
Thine is a noble name;
Thine is a glorious fame,
Constant and true.
We give thee of our praise,
Adore thine ancient days,
Sing thee our humble lays
Mother, so dear.

Honor Code

The Honor Code is an expression of the University's concern that its students act with honor and integrity. It is an integral part of the student government of the College as adopted by the students and approved by the faculty. The essence of the Honor Code is that each student's word can be trusted implicitly and that any violation of a student's word is an offense against the whole community. The Honor Code binds the student neither to give nor to receive aid on any examination, quiz, or other pledge work; to have complete respect for the property rights of others; not to give false testimony or refuse to pay just debts; and to confront any student who has violated the honor system with a reminder that it is the student's responsibility to report himself or herself or face the possibility of being turned in to the Honor Council.

In case of an honor code violation by a student who is cross-registered at either Salem College or Wake Forest University, the Honor Council on the home campus, where the student is enrolled, will conduct the hearing. Recommendations for penalties involving a course grade will be submitted by the Honor Council of the home campus to the academic affairs committee at Wake Forest University or to the individual professor at Salem College.

Religious Life, Convocation, and Chapel

Wake Forest was founded on a Christian commitment to higher education as one of the missions of North Carolina Baptists. Throughout its history it has attempted to demonstrate the affirmative relationship between faith and learning, between academic

excellence freely pursued and growth "in wisdom and stature and in favor with God and man."

The organized religious program is one expression of the University's intent to offer liberal education within a religious context. There are Thursday morning worship services in Davis Chapel and special celebrations during the church year under the supervision of the University chaplain and the chaplaincy staff. Discussion groups on the Bible, vocations, and personal growth are led by chaplains and students. The major denominations, the Intervarsity Christian Fellowship, the Fellowship of Christian Athletes, and the Black Christian Fellowship are represented. Opportunities are provided for students to work in local churches, engage in tutoring programs, and shape and participate in summer mission projects. Personal counseling is always available.

The Wake Forest Baptist Church worships each Sunday in Wait Chapel. Its constituency embraces students, faculty, and other members of the Winston-Salem community. Although planted in the soil of Baptist tradition and associated with larger Baptist bodies, the Wake Forest Baptist Church has contributed to the ecumenical spirit of the University. Its membership and mission are open to all who seek its ministry and wish to use it as an instrument for their mission in the world.

Both Roman Catholic and Episcopal chaplains celebrate Eucharist weekly in Davis Chapel.

The opening convocation in the fall and the winter convocation celebrating Founders' Day bring students, faculty, and friends together. Everyone is expected to attend, in the hope that the purposes which link the University community will be affirmed and renewed. Distinguished persons in various fields participate in these programs.

Libraries

The libraries of Wake Forest University support research in undergraduate education and in each of the disciplines in which a graduate degree is offered. The library collections include over 700,000 volumes housed in the Z. Smith Reynolds Library, and 200,000

volumes distributed among the libraries of the law, management, and medical schools. These holdings are complemented by large microform and US government documents collections. Special collections in specific subjects such as nineteenth and twentieth century British and American literature (the Charles H. Babcock Collection of Rare and Fine Books), North Carolina Baptist history (the Ethel Taylor Crittenden Baptist Historical Collection), and current issues and events (the Artom Collection) augment the research resources.

Music, Radio, Theatre, Debate, and Publications

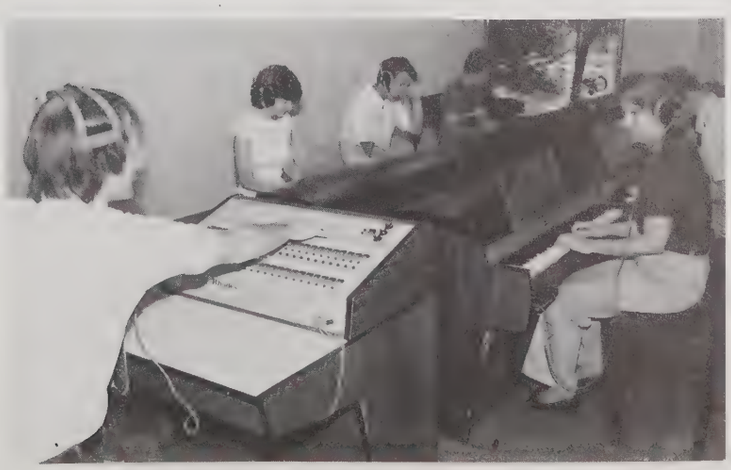
The Department of Music directs and offers academic credit for the Choral Union, Concert Choir, Opera Workshop, the University Symphony, the Symphonic Wind Ensemble, the Demon Deacon Marching Band, the Concert Band, the Jazz Ensemble, the Percussion Ensemble, the Woodwind Quintet, and the Brass Quintet. All perform regularly on campus, and some tour during the year. Auditions are held early in the fall. The Chapel Bell Guild performs music written for English handbells and for carillon. Members meet and perform regularly; membership is open to any student interested in playing the carillon or handbells.

The Wake Forest Artists Series presents guest artists and orchestras of world-wide acclaim in six major concerts each year which are free for all students. The Department of Music and Reynolda House sponsor recitals by students, faculty members, and visiting artists. There are regularly scheduled performances on the Janet Jeffrey Carlile Harris Carillon, located in the tower of Wait Chapel.

WFDD-FM, the Voice of Wake Forest, broadcasts to Piedmont North Carolina from Reynolda Hall at 88.5 MHZ-FM. Students interested in working with a professional radio staff should see the station manager in 220 Reynolda Hall early in the year.

WAKE-AM, an entirely student-run radio station, plays popular music during a limited broadcast schedule.

The University Theatre, under Director Harold C. Tedford and Associate Director Donald H. Wolfe, presents four major productions, a Dinner Theatre (with the College Union), and other productions including a number of lab plays. Students are involved in acting, stage-craft, directing, and promotion. Lab plays are entirely student-produced; major productions are directed by staff members and distinguished visiting directors. Auditions are open to all students and are announced at least five weeks before the production. There is a theatre open house during fall registration.



Debate, under coach Ross K. Smith, is open to any student interested in attending meetings and participating in the squad. Always a strong competitor, the team takes part in nearly fifty meets and tournaments during the year. The University hosts three prestigious debate tournaments on campus: the Franklin Shirley Dixie Classic, the Pride in Tobacco, and the High School Tournament.

Pub Row, the site of student publications, is located on the second floor of Reynolda Hall. Publications include *Old Gold and Black*, a weekly newspaper; *The Wake Forest Review*, a literary magazine; and the *Howler*, the yearbook. All go back in tradition to 1900 or earlier, and all have distinguished histories of training writers and editors of national prominence. Under the guidance of the Publications Board, the newspaper, magazine, and yearbook use student writing, photography, art work, and management talent on both a paid and voluntary basis. Work on all three begins early in the fall, and interested students gather at a Pub Row mixer at the beginning of the year to sign up with the publication of their choice.

Intramural Sports

The Department of Physical Education provides an intramural sports program that appeals to the interests of many students every year. Intramural sports include basketball, cross-country, football, golf, handball, racquetball, soccer, softball, swimming, tennis, volleyball, water polo, wrestling, and weight lifting.

Competition in team sports is divided among fraternity, society, house, and independent teams. Any individual or group of individuals may organize teams and enter competition in any sport. Individual sports are run on a single-elimination basis, and everyone is eligible to enter.

Students occasionally organize club teams for other sports and activities, which are not taught or directed by the College, but which are conducted as student organizations with the approval of the student government and the faculty. These have included rugby, karate, ice hockey, field hockey, hiking, rappelling, general conditioning, dance, and synchronized swimming. Students who are interested in a sport not offered through the College may organize themselves and petition the student government and the faculty for approval.

Intercollegiate Athletes

Wake Forest's men's and women's athletic teams compete in the Atlantic Coast Conference.

Men's teams include football, basketball, baseball, cross-country, golf, soccer, tennis, and track. Even though the University is the smallest school in the conference, Deacon teams have competed successfully in all sports.

Much attention has been given to women's intercollegiate sports in recent years, and Wake Forest teams have shown remarkable growth. There are women's teams in basketball, field hockey, golf, tennis, volleyball, cross-country, and track.

Athletic passes are issued at fall and spring registration to all full-time Wake Forest students. To reserve seats at football games in Groves Stadium and at basketball games in Memorial Coliseum and Greensboro Coliseum, a student must present a validated ID and an athletic pass. Seats are assigned on a first-come, first-served basis, with basketball ticket pick-up held in advance on campus. Students who want to sit in groups may use block seating. Student season tickets for basketball are available for those who wish to pay extra to avoid the inconvenience of the ticket pick-up.

Guest or spouse tickets must be purchased on campus prior to the day of the game, and ID and athletic passes must be presented when the tickets are purchased. No guest or spouse tickets are sold at the Stadium or Coliseum on game day.

ROTC

The US Army Reserve Officers Training Corps offers four-year training for academic credit and prepares students to be commissioned upon graduation as second lieutenants in the US Army Reserve. Further information is available from the Department of Military Science, directed by Lt. Col. Daniel F. Smith.

Campus Services

Wake Forest provides a number of important services to students. The departments and offices for student services are open from 8:30 a.m. to 12:30 p.m. and from 1:30 p.m. to 5:00 p.m. Monday through Friday. Appointments are advisable but not usually necessary.

Equal Opportunity Office

The equal opportunity office, located in 103 Reynolda Hall, is responsible for the coordination and implementation of the University's affirmative action programs and equal opportunity policy. Any student or employee who has a concern because of race, sex, national origin, or handicap may consult James Reid Morgan, the director. The equal opportunity office also helps handicapped students make arrangements to meet special needs.

Computer Center

The computer center supports University instructional, research, and administrative needs. There are terminals for student and faculty use in various places on campus. The two main terminal clusters for students are in the computer center in Reynolda Hall and in the library. The University has two computers. A Hewlett Packard 3000 Series 44 system, used by the administration, has two million bytes of memory and 524 bytes of disc storage. The Prime 750, installed in February 1982, is used primarily for instruction and research. It has three million bytes of memory and 1,275 million bytes of disc storage.

Computer languages available include FORTRAN, FORTRAN77, BASIC, COBOL, RPG II, Assembler, Pascal, and PL/1. Statistical packages such as SPSSX, BMDP, IDA, Minitab, and TSP can be used for data analysis, forecasting, and financial modeling. Two graphics software packages, TELAGRAF and DISSPLA, are recent additions to the Prime.

In addition to the facilities at the computer center, a remote batch connection with the Triangle Universities Computing Center (TUCC) and its IBM 3081 makes access to other statistical packages (notably SAS) possible, and makes the programs provided by the North Carolina Educational Computing Services (NCECS) available to Wake Forest computer users. Various departments on campus use microcomputers for research and teaching, and most use microcomputers for word processing.

Laundry Service

Coin-operated washers and dryers are located in the residence halls. The General Linen Service provides weekly service of two sheets, one pillow case, and three large bath towels for $56 plus a refundable $6 key deposit per year. Lockers are located in the residence halls. A representative is on campus during orientation.

Food Service

ARA Food Services operates a cafeteria on the ground level of Reynolda Hall, a snack bar on the first floor, and the Magnolia Room, a table service restaurant, on the second floor. There are several dining rooms which may be reserved by student groups for luncheons or dinners.

Cafeteria Schedule

Monday through Saturday	*Breakfast*	*7:00 a.m. to 9:30 a.m.*
	Coffee hours	*9:30 a.m. to 10:30 a.m.*
	Lunch	*11:00 a.m. to 1:30 p.m.*
	Dinner	*4:30 p.m. to 6:30 p.m.*
Sunday	*Brunch*	*10:30 a.m. to 1:30 p.m.*
	Dinner	*4:30 p.m. to 6:30 p.m.*

Restaurant Schedule

Monday through Friday	*Lunch*	*11:30 a.m. to 1:30 p.m.*
	Dinner	*5:00 p.m. to 6:30 p.m.*

Snack Bar Schedule

Monday through Friday	*10:30 a.m. to 11:30 p.m*
Saturday	*1:30 p.m. to 11:30 p.m.*
Sunday	*5:00 p.m. to 11:30 p.m.*

Board plans are available for $1,030, $1,176, $1,330, and $1,450 per year. The format of these plans is a credit card system in which the student is charged only for the amount of food purchased at the time it is purchased. The plan may be used at any University food services facility, and it allows a great deal of flexibility for eating off campus.

Freshmen living in residence halls are required to participate in one of the board plans.

Information Desk

News concerning campus activities, information about student services, and student telephone numbers and addresses are available at the information desk in Reynolda Hall. Under the direction of the College Union, the information desk also sells discount movie tickets offered to students by several Winston-Salem theatres and handles reservations for various Reynolda Hall meeting rooms. Student and University publications and the campus telephone directory (available in October) are distributed at the desk. The bulletin boards in Reynolda Hall, the residence halls, and other campus buildings are also important sources of information.

Meeting Rooms

Student organizations may reserve a variety of spaces on campus. Private dining rooms, classrooms, auditoriums, and other meeting facilities may be reserved by consulting the following:

Wait and Davis Chapels	*University Chaplain*
Classrooms	*Departmental Chairpersons*
DeTamble Auditorium	*Chairperson, Department of Education*
Dining Rooms	*Dining Services Director*
Graylyn Conference Center	*Director, Graylyn Conference Center*
Gymnasium	*Chairperson, Department of Physical Education*
Reynolda Hall Rooms	*Information Desk Supervisor*

Public Safety

The primary concern of the University's department of public safety is the safety and well-being of the Wake Forest community. Security depends on the cooperation of everyone. Locking room doors and car doors should be routine practice.

In case of traffic accidents, theft, or other security problems, students should call the department of public safety at 761-5591. An officer is on duty twenty-four hours a day. The department of public safety staff administers traffic and parking regulations. Questions concerning motor vehicles or traffic regulations should be directed to the department of public safety, Alton Hill, director.

Students are protected from unwarranted personal search. There will be a personal search only if the student is arrested by a law enforcement officer and searches will be performed in the manner stipulated by law. Students who feel that their rights have been violated should notify the dean of students.

Telephones

A telephone or jack is located in each suite or hallway, but service will not be available until the occupants of the hall or suite contract with the telephone company for service. Individual room telephones are not permitted. University-owned telephones are located in each residence hall office and in the hallways of some residence halls. Additional information is available from the resident advisers.

Residence Life

The residence life program is an important aspect of student life at the University, particularly since approximately 82 percent of the undergraduates live on campus. Area coordinators and hall directors, who are full-time, professional staff members, live in the residence halls and serve in administrative, advisory, and counseling capacities. In addition, they work with the student resident advisers as supervisors. Residence life staff members develop and implement a variety of social, educational, and recreational programs designed to promote individual growth and to create a sense of community within the residence halls.

Members of the residence life staff are on duty each evening and are readily available to deal with situations as they arise. Each student is encouraged to become acquainted with all staff members in his or her building, especially the resident adviser on the hall. They are valuable resource people, assistants, and friends.

Area Coordinators

Babcock/West Hall/Language Houses — Suzanne Stevens
Bostwick/Johnson/South Hall/Amos Cottage — Pam Turgeon
Davis/Taylor/Efird/Student Apartments — Jack LoCicero
Kitchin/Poteat/Huffman/Townhouse — Bill Burig

Hall Directors

Babcock — Dorothy Mayer
Bostwick — Jenny Womack
Johnson — Judy Drew
Taylor — Diane McSheehy

Resident Advisers

Amos Cottage
Peter Swain

Babcock
A116 — Julie Moreau, assistant hall director
A10 — Amy Gary
A216 — Christa Sackoff
A316 — Alison Philp
B112 — Karen Edwards
B201 — Carolyn Cooper
B312 — Cathy Marshall

Bostwick
B126 — Vicki Schmidt, assistant hall director
A5 — Marian Gagan
A108 — Terry Allred
A201 — LuAnn Absher
A301 — Mary Stewart
B18 — Eugenia Meimaridas
B232 — Susan Forbes
B320 — Janet Northey

Davis
208 — Ken Cooper, assistant hall director
108A — David Alligood
203A — Scott Arnold
303A — Tom Laughlin
308 — Brian Cope
310A — Jay Gentry
314A — Rich Maddux
403A — David DeCredico

Efird
101 — Margie Rodgers, assistant hall director
11 — Amy Snead
211 — Edie Castor

Faculty Apartments
Building 5A — Cathy Brereton, assistant hall director
Building 4C — Heidi Stumbaugh

Huffman
9 — Ian Baucom
210 — Doug Graham

Johnson
A117 — Beth Becton, assistant hall director
A5 — Lisa Allred
A213 — Virginia Lee
A310 — Lynn Dobbins
B18 — Susan Bramlett
B120 — Stephanie Winder
B231 — Lori Wimpee
B325 — Beatrice Dombrowski

Kitchin
105A — Kelly Smith, assistant hall director
110A — Chris Nagle
206A — John Rodgers
208 — Rodney Trapp
304A — Doug Filer
308 — Todd Gribble
313A — Rodney Powell
403A — John Fitzgerald

Language Houses
French — Wes Steele
German — Chris Sparnicht
Spanish — Alayna Keller

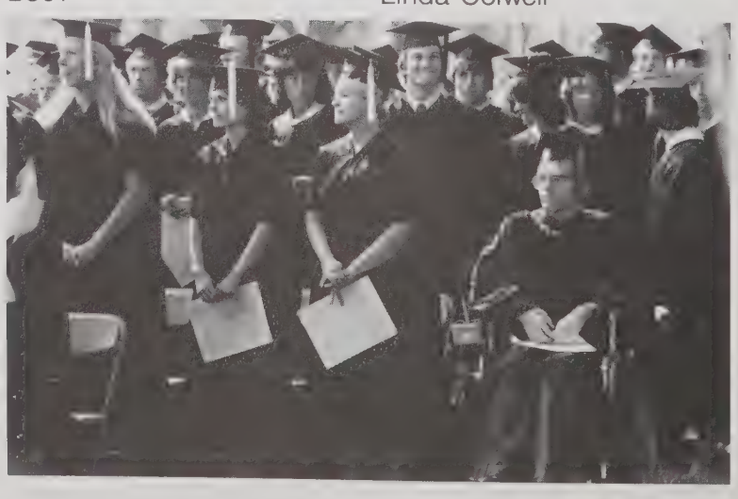
Poteat
208 — David Rupp, assistant hall director
102A — Pete Wood
107A — Mark Shattuck
203A — Keith Wiseman
303A — Scott Hill
308 — Monty Yoder
313A — Jerry Nazziola
403A — Richard Goulding

South
C101 — Kevin Beeson, assistant hall director
B7 — Melodie Sheets
B112 — Scott Graham
B208 — Joan Brodish
C207 — Karen Sanford
A312 — Susan Jackson
B308 — Angela Ellis

Taylor
208 — Reggie Blaylock, assistant hall director
103A — Doug Valchar
108A — Khalique Zahir
203A — Alan White
302A — Bill McGreevy
308 — Bill Keating
314A — Kurt Ribisl
404A — Corey Cochran

Townhouse
3A — Jeff Richardson

West
B1 — Ames Flynn, assistant hall director
A1 — Ben Boggs
A112 — Sonja Harvey
A201 — Kim Cramer
A301 — Cindy Henry
B101 — Cynthia Tompkins
B202 — Jennifer Baucom
B301 — Linda Colwell



Student Organizations

Chartered Organizations

Chartered organizations within the Wake Forest community are those which have been officially recognized by the faculty. Recognition is granted on the basis of a group's proposed intent and perceived ability to serve the interests of the academic community in a manner consistent with the University's purposes. Continuation of recognition is dependent upon the fulfillment of intent and demonstrated ability to abide by the organization's constitution and the University's purposes. Further, recognition does not imply that the University endorses the policies or sponsors the activities of a chartered group, nor does the University assume liability or legal responsibility for the actions of any chartered group. Recognition of a group does not deprive the University of any of its rights to act for the welfare of the community.

Honor Societies, Professional Fraternities, and Special Interest Groups

Honor societies include Phi Beta Kappa, Mortar Board, and Omicron Delta Kappa. There are chapters of most professional and specialized honor fraternities on campus, including Alpha Epsilon Delta, Gamma Sigma Epsilon, Kappa Mu Epsilon, Phi Alpha Theta, Scabbard and Blade, Phi Epsilon Kappa, Eta Sigma Phi, the Anthony Aston Society, Beta Beta Beta, Delta Phi Alpha, and several others such as the American Marketing Association, the Economics Club, and Sociedad Hispanica.

Students may choose to join Alpha Phi Omega service fraternity, Circle K, Young Democrats, Young Republicans, the International Club, the Baptist Student Union, the Black Student Alliance, the Chess Union, the Karate Club, the Tennis Club, the Rugby Club, and other special interest organizations active at Wake Forest.

House Councils

House Councils are relatively new student organizations within each residence hall. Membership includes elected house presidents, hall representatives, and other student volunteers who are interested in promoting a living and learning environment at the University. Advised by the residence life area coordinators, the house councils are designed to nurture a sense of community, to provide occasions for informal meetings with faculty members, and to implement programs in the residence halls, based on students' needs and interests.

Quad Residence Council

The Quad Residence Council, which began in 1984–85, is composed of representatives of the house councils in Davis, Taylor, Efird, Huffman, Poteat, Kitchin, and the Townhouses. QRC tries to improve the quality of life on the Quad by complementing the activities of the individual house councils and by coordinating special events for the campus community. Last year, for example, QRC sponsored Wellness Week '85, which included a series of discussions and presentations on topics such as career decision-making, stress management, spiritual issues, and social belonging.

The Quad Residence Council gives students the opportunity to become actively involved in campus and community service in positions of leadership and responsibility. All students living on the Quad are considered members of the QRC. If you are interested in lending your time and support to this group, consult Frank Ioppolo in 204C Taylor or Doug Graham in 210 Huffman.

South Residence Council

The South Residence Council is composed of representatives from each of the five residence halls on the south side of campus. (This includes the residence halls where all freshman women live.) The main objectives of SRC are to involve south side residents in campus life, to act as a liaison between students and the administration, and to provide optimal living conditions through social, recreational, and educational functions. In addition, because SRC is composed primarily of women, it offers them outstanding leadership opportunities.

SRC is composed of the Executive Board—president, vice-president, secretary, and treasurer; the Social Functions Board, made up of four committee heads; two house presidents from each residence hall; and a floor representative from each floor of each residence hall.

House presidents coordinate activities with the hall council (composed of the floor representatives), make up calendars of SRC events, hold study breaks during final exams, and help with the room selection process in the spring. House presidents are often invited to other campus-wide meetings for student leaders.

Floor representatives attend hall council meetings and general sessions of SRC twice a month. They help plan programs for their residence halls and publicize them. In addition, they serve on one of the four committees that make up the Social Functions Board: the Social Committee, the Women's Concerns Committee, the Physical Facilities Committee, and the Publicity Committee.

The Social Committee plans the back-to-school mixer, the Fall Formal, and other social events. The proceeds from these projects are donated to charity. The Women's Concerns Committee plans monthly luncheon seminars on women's issues, sponsors the Big Sister/Little Sister program for freshmen, and puts on the annual Woman of the Year/Alumna of the Year banquet. The Physical Facilities Committee is responsible for making residence hall life healthy and safe. It also stocks and maintains kitchen utensils in all residence hall supply closets. The Publicity Committee publicizes all SRC functions and writes a monthly newsletter.

Elections for executive positions and upper class house presidents are held in the spring. Elections for floor representatives and freshman house presidents are held in the fall. Join SRC—use your talents to gain leadership skills and improve residence life at Wake Forest.

Fraternities and Societies

Fraternities are an option at Wake Forest. There are twelve recognized national chapters including Alpha Phi Alpha, Alpha Sigma Phi, Delta Sigma Phi, Kappa Alpha, Kappa Sigma, Omega Psi Phi, Pi Kappa Alpha, Sigma Chi, Sigma Nu, Sigma Phi Epsilon, Sigma Pi, and Theta Chi. Most of the chapter rooms are located on campus in the residence halls. The Interfraternity Council coordinates activities such as dry rush, Greek Week, the Brian Piccolo Cancer Fund drive, community service projects, the Little Brother program, an academic tutoring service, leadership training, and social events. There are two rush periods, one in the fall for upperclassmen and one in the spring for freshmen. The IFC president is Paul Schacht.

There are no national sororities on campus. Eight local women's societies serve similar purposes. The societies are Delphi, Fideles, Lynks, Phoenix, Sophs, Steps, Strings, and Thymes. Society rush, held in the spring, is coordinated by the Intersociety Council. The ISC president is Mary Stark Marshall.

Students on probation for any reason, academic or social, are not eligible to be initiated by a fraternity or society.

Responsibilites of Organizations

All University-recognized organizations must keep the following basic principles in mind in developing their social programs:

(1) It is an essential and basic function of an organization to create an environment conducive to academic achievement.

(2) An organization's social program should in no way interfere with the academic achievement or progress of its membership.

(3) An organization's social programs must adhere to the regulations, policies, and, if applicable, lease agreements of the University in terms of hours, alcoholic beverages, and use of facilities as well as the purposes and aims of both the University and the organization.

(4) Officers of organizations should insure that reason and responsibility characterize functions of their groups. Organizations are subject to the same regulations as individuals, and judicial action may be taken against an organization which permits its members, guests, or others present to violate the University's code of conduct at any group-sponsored function. Such action does not preclude disciplinary action against the individuals involved. (See page 29 of this handbook.)

(5) Students are subject to all state and local regulations concerning the use of alcoholic beverages. Public consumption or display of alcoholic liquors, wines, or beers in residence halls or elsewhere on campus is prohibited. Intoxication in dormitories or elsewhere on campus is also prohibited. Furthermore, misbehavior or any conduct violation committed by a student under the influence of alcohol will be dealt with more severely. (See page 29 of this handbook.)

Listed below are three definitions of wine which are taken from Section 18A-2 of the general statutes of the State of North Carolina:

— "Fortified wine" shall mean any wine that is made by fermentation from grapes, fruits, berries, or rice, to which nothing but pure brandy has been added, which brandy is made from the same type of grape, fruit, berry, or rice, that is contained in the base wine to which it is added and having an alcoholic content of over 14 percent and not more than 21 percent of absolute alcohol, reckoned by volume; and is approved by the State Board of Alcoholic Control as to identity, quality, and purity as provided in this statute.

— The term "native wines" shall mean wine made from grapes, fruit, or berries and having only such alcoholic content as natural fermentation may produce.

— The term "unfortified wines" shall mean wine that has an alcoholic content produced only by natural fermentation or by the addition of pure cane, beet, or dextrose sugar, and having an alcoholic content of not less than 5 percent and not more than 14 percent of absolute alcohol, the percent of alcohol to be reckoned by volume, and that has been approved as to identity, quality, and purity by the State Board of Alcoholic Control as provided in this Chapter.

University regulations, based on the preceding definitions, clearly limit the use of alcoholic beverages in punch or any other drink to wine and beer. The use of any other alcoholic beverage as an ingredient is a violation of the lease agreement.

(6) Amplified bands and juke boxes may not perform or be played after 12:00 midnight Sunday through Thursday or after 1:00 a.m. Friday and Saturday nights. A fine of $60 per hour or fraction thereof is levied for violations. (See page 32 of this handbook.)

(7) Social functions sponsored by student organizations may be publicized only if the advertisement makes no statement, either explicitly or implicitly, that alcoholic beverages will be served.

(8) The use of residence hall rooms as sales offices or storerooms, or the solicitation of sales or gifts within the campus by any person is prohibited without written permission from the dean of students or his designate. (See page 35 of this handbook.)

(9) The University will not tolerate any hazing or any initiation of fraternity pledges which includes any act of physical or mental violence, vulgar play, public ridicule, or any other indiscreet act.

Hazing

Hazing in any form by any organization is strictly forbidden. Hazing is defined as any planned or created situation, on or off-campus, that is demeaning to an individual; produces mental, emotional, or physical duress, harrassment, or ridicule; or which threatens or endangers the health, safety, and well-being of any person. Activities and situations considered hazing include paddling in any form; creation of excessive fatigue; morally degrading or humiliating games and

activities; late work sessions which interfere with studying; drinking games and contests involving alcoholic beverages; and any other activity which is inconsistent with the policies and regulations of Wake Forest University. Pledging activities must not interfere with any pledge's class attendance and class preparation. Any fraternity, society, or other student organization found guilty of hazing will be subject to serious disciplinary action. Questions about what constitutes hazing should be addressed to the dean of students' office.

Student Government President Em Thompson

Student Government

The student government, composed of elected student representatives from each residence hall and from off-campus, presents student opinion on University matters to the faculty and administration.

Students interested in participating in student government should visit the SGA office, 230A Reynolda Hall. Elections for the legislature and for freshman positions are held in the fall. Details are published in *Old Gold and Black* and petitions are available at the information desk before campaigning begins. Standard student government services include the student bank, which provides interest-free loans, organizational grants, and low-cost refreigerator rentals.

The student government president is Em Thompson, vice president is Jim Kirkpatrick, secretary is Dee Dee McEntire, and treasurer is Steve LaMastra.

Students work directly in University administration as appointed members of faculty committees. The committees with student members are the Committee on Academic Affairs, the Committee on Admissions, the Committee on Scholarships and Student Aid, the Committee on Academic Planning, the Committee on Student Life, the Committee on Library Planning, and the Committee on Honors. One student, who must be a North Carolina Baptist, serves as a voting member of the Board of Trustees. The student trustee is Linda Colwell.

Judicial Agencies

The judicial agencies of student government are the Honor Council and the Judicial Board. The co-chairpersons of the Honor Council are Ken Tankersley and Arthur Orr. Members include Ian Baucom, Lisa Bell, Alan Dickens, Kimberly Haynes, Lisa Ormand, and Matt Snow. Two freshman Honor Council representatives are elected in the fall. The co-chairpersons of the Judicial Board are Bill Carter and Alan Prince. Members include John Blair, Greg Carter, Matt Crawford, Julie Edwards, Jamie Gage, Martha McCrorey, Wayne Ritchie, Kenneth Schoonhagen, William Scoggin, and Cindy Stevens.

Constitution of the Student Body

Article I — Bill of Rights

SECTION 1 — Every duly enrolled member of the undergraduate student body of Wake Forest University shall be a citizen of the student government with the right to vote in general elections and the right to be represented in the various branches of that government.

SECTION 2 — No student shall be denied his/her rights for reasons of race, religion, sex, class, or beliefs.

SECTION 3 — The judicial bodies of the student government shall not take disciplinary actions against any student without prior notice of the alleged violation and a fair hearing and trial by a student jury.

SECTION 4 — No student shall be denied the right to establish organizations and groups unless they conflict with the regulations of the University.

[According to the Trustee Bylaws, matters pertaining to student life, including all student organizations, are under the jurisdiction of the administration and the faculty of Wake Forest College acting jointly. The principal agency through which action is exercised is the Joint Committee on Student Life, which is composed of three members each of the administration, the faculty, and the student body.]

Article II — Executive Branch

SECTION 1 — Members of the executive branch and their rights and duties.

SUBSECTION a — The president shall (1) call and preside over meetings of the student body, (2) appoint such committees as are necessary for the implementation of student government actions, (3) serve as chairperson of the cabinet and the legislature's Committee on Committees, (4) serve as a non-voting member of the Student Budget Advisory Committee and appoint its three non-elected members, (5) upon invitation attend meetings of the Board of Trustees as a non-voting participant, (6) serve as a non-voting member of the legislature, and (7) seek information about University decisions concerning students and assist in its distribution.

SUBSECTION b — The speaker of the house shall (1) call and preside over meetings of the student legislature, (2) appoint committees within the legislature necessary to implement legislative actions, and (3) assist the president of the student government and

serve as a voting member of the legislature only in the case of a tie.

SUBSECTION c — The secretary shall (1) serve as a voting member and keep the records of the legislature, (2) be responsible for student government correspondence, and (3) serve as chairperson of the Secretariat Committee.

SUBSECTION d — The treasurer shall (1) serve as a voting member of the legislature, (2) have charge of all student government money and disburse it at the direction of the legislature, and (3) serve as chairperson of the Student Budget Advisory Committee.

SECTION 2 — Executive committees and their functions.

SUBSECTION a — The cabinet shall consist of the chairpersons of the standing committees and any temporary committees and be chaired by the president for the purpose of coordinating all student government actions.

SUBSECTION b — The secretariat shall consist of volunteer members and a paid staff organized and chaired by the student government secretary for the purpose of handling all clerical work for the various branches of student government.

SECTION 3 — Executive advisory committees and their functions

SUBSECTION a — The Athletics Advisory Committee shall (1) research athletic practices for the student government and help carry out student government actions which pertain to athletics and (2) work with the faculty Athletics Committee in discussing policies for the athletic program and represent student opinion in such matters.

SUBSECTION b — The Food Services Committee shall (1) research procedures and policies of the University food services company and help implement student government actions which pertain to food services and (2) work with the food services company and promote projects which will improve service to students.

SUBSECTION c — The Health and Counseling Services Committee shall (1) research the procedures and policies of the University health clinic and the University Counseling Center and help implement student government actions which pertain to health care and psychological services and (2) work with the University health clinic and the Center in promoting better services.

SUBSECTION d — The Housing Committee shall (1) research the procedures and policies of the housing office and help implement student government recommendations which pertain to housing and (2) work with the housing office in improving housing policies and represent student opinion in such matters.

SUBSECTION e — The Minority Affairs Committee, chaired by a legislator, shall (1) promote student awareness of minority affairs and concerns, (2) determine the needs and problem areas of minority students, and (3) work to better incorporate minority students into the campus community.

SUBSECTION f — The Parents' Weekend Committee, chaired by three appointees, shall (1) organize and plan events of Parents' Weekend, and (2) oversee that all of the events are properly handled.

Article III — Legislative Branch

SECTION 1 — The legislative functions and composition.

SUBSECTION a — The functions of the student legislature shall be to (1) recommend recognition as well as suspension of student organizations, (2) censure student organizations which violate their constitutions, (3) articulate student wishes for the expenditure of funds which apply to student activities, (4) supervise the selection of student nominees for membership on faculty committees consistent with the faculty bylaws, Item F.4., (5) promote, organize, and fund programs of benefit to the student body and community, and (6) represent the interests of students in social and academic matters.

SUBSECTION b — The composition of the student legislature shall be as follows: each living unit shall elect from among its residents one legislator for each fifty occupants of that unit. Where there are twenty-five or more additional occupants, another legislator shall be chosen. Living units housing fewer than fifty and at least twenty-five shall elect one legislator. (The living units are as follows: Poteat, Kitchin, Taylor, Davis, Efird, Huffman, Bostwick, Johnson, Babcock, West, South, Palmer, Piccolo, off-campus. Included in off-campus housing are Townhouses, faculty apartments, and the foreign language houses.) Additional members are the student government secretary and treasurer and one member of the Committtee on Student Life. One member of the Black Student Alliance shall be named as a voting member of student government if no black student is elected to the legislature during the general elections. The president of the student government and the speaker of the house serve as non-voting members.

SUBSECTION c — One representative from each University-recognized student organization shall have the privilege of discussion during the consideration of legislation.

SECTION 2 — Standing legislative committees and their functions.

SUBSECTION a — The Committee on Committees, chaired by the president and composed of legislators, shall (1) publicize and explain the functions of available faculty committee positions, (2) solicit, interview, and recommend prospective faculty committee members to the legislature, (3) relay information and relevant actions between student government and student members of faculty committees, and (4) organize material from the various faculty committees and relay it to the student body.

SUBSECTION b — The Charter Committee, composed of legislators, shall (1) review the constitution and by-laws of any student group seeking recognition as an official Wake Forest University organization to see that its purposes do not conflict with University or student government regulations and that it does not discriminate on the basis of race or creed, (2) recommend the recognition of reviewed groups to the legislature, and (3) recommend suspension of any previously approved student organization which deviates from its accepted regulations and conflicts with University or student government rules.

SUBSECTION c — The Student Budget Advisory Committee, chaired by the student government treasurer and composed of one elected budget representative from each class, three appointed members, and the president, shall (1) examine and publish the appropriations of the funds which apply to student activities, (2) determine the wishes of the student body with regard to the spending of these funds, and (3) with the legislature's approval, devise and recommend a budget for the dispensation of the funds to the University vice president and treasurer.

SUBSECTION d — The Publicity Committee, chaired by a legislator, shall (1) publicize projects of the student government, (2) gather information from all bodies and committees of student government, and (3) relay pertinent faculty, administration, and student government actions to the student body.

Article IV — Judicial Branch

SECTION 1 — Code of Ehtics. The following code of ethics for Honor Council and Judicial Board members is set forth as a proper guide and as an indication of what the University expects from members of the two bodies.

SUBSECTION a — Canons. The judicial branch exists to promote justice and fairness, and thus to serve the individual student, the University, and the public interest.

(1) An Honor Council or Judicial Board member's public and official behavior should be beyond reproach and free from impropriety or the appearance of impropriety.

(2) With the exception of the prosecutor in his/her role as investigator, no case or pending case should be mentioned, commented upon, or discussed in any manner by any member except when the Council or Board itself is sitting to consider the case. This applies to both open and closed proceedings.

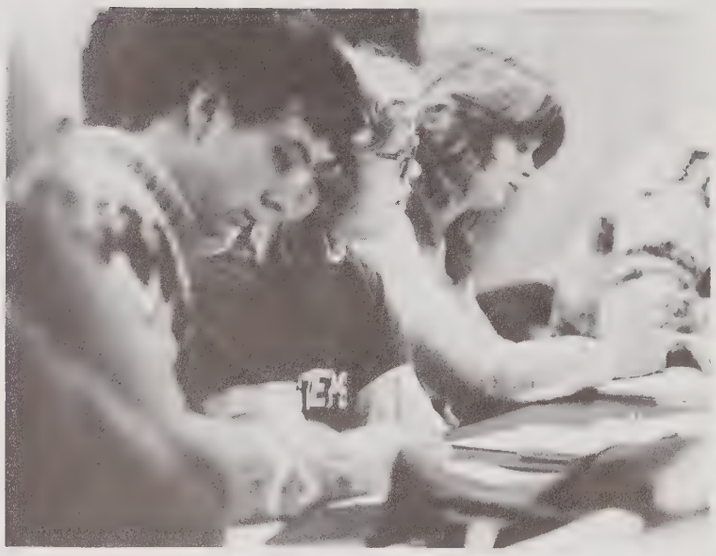
(3) No member should hear or entertain the merits of or prejudice any case or pending cases except when sitting as a member to hear or consider a case.

SUBSECTION b — Oath.

(1) Each newly elected member of the Honor Council and the Judicial Board shall, on an individual basis, take the following oath to be administered by the dean of the College: "I do solemnly swear (affirm) that I will work to the best of my ability as a member of the Honor Council (Student Judicial Board), that I will observe the code of ethics, that I will adhere to the judicial branch procedures, that I will support the student body constitution and the rules and regulations of the University, and that I will always be mindful of the interests of the student as well as the interests of the University and the public."

(2) A member should not be swayed by partisan demands, public clamor, or consideration of personal popularity or notoriety, nor be apprehensive of unjust criticism.

(3) A member should disqualify himself/herself from cases which might justify the inference that a party could improperly influence him/her unduly to enjoy his/her favor or to suffer his/her disfavor.



(4) When considering a case, a member should always bear in mind that he/she is deciding whether a particular regulation or statute has been violated and not whether, in his/her point of view, a social harm has been committed by the accused. A member should, however, consider social norms when deciding on the disciplinary measure to be imposed upon a guilty defendant. Proceedings should be conducted with fitting dignity and decorum and should reflect the importance and seriousness of the hearing.

SUBSECTION c — Contempt of the judicial branch.

The following acts shall, among others, be acts of contempt of the judicial branch. Perjury charges shall be tried by the Honor Council and all others shall be referred to the Case Referral Panel. This regulation applies equally to all parties: judicial branch members, defense counsel, prosecutor, witnesses, defendants, and, in open proceedings, the spectators.

(1) Failure to fully comply with the instructions or orders of the Honor Council or Judicial Board.

(2) Failure to fully perform disciplinary measures imposed.

(3) Perjury

(4) Failure to answer summons.

(5) Any act which tends to obstruct or hinder the duty and function of the Council or Board.

SECTION 2 — The Honor Council purpose, members and their duties, and the honor system.

SUBSECTION a — The purpose of the Honor Council shall be to (1) receive, investigate, and prefer charges; (2) arrange trial proceedings in all charges of violations of the system; and (3) bring to the attention of the dean of the College practices which in its judgment encourage violations of the system.

SUBSECTION b — The members of the Honor Council shall include two co-chairpersons elected from the membership of the previous Council. They shall (1) organize the work of the Council; (2) alternate, as convenient, in serving as judges when the Council is in session; and (3) appoint investigators, defense counselors, and prosecutors as necessary. The co-chairpersons of the Honor Council for the succeeding years shall be elected by the Council no later than April 15 of each year. The new co-chairpersons shall be eligible to serve as judge on

or after April 15. In addition, eight regular Council members shall be elected, two from each class, who shall vote on all decisions of the Council. The Honor Council in conjunction with the dean of the College shall choose three faculty advisers to assist them. Newly elected Honor Council members for the succeeding year are eligible to serve on the Honor Council after their election if needed, may observe trial proceedings after election, and shall be considered bound by the code of ethics.

SUBSECTION c — The honor system responsibilities, violations, and penalties shall be as follows:

(1) It shall be the responsibility of every student to act honorably in all phases of student life, to conduct himself/herself as becomes a Wake Forest student, and to preserve the integrity of his/her word. To promote this attitude in academics, students shall sign the statement on all pledge work, "I have neither given nor received any aid on this work." Every student shall be personally responsible for upholding the system, and upon seeing another student violate the system shall confront that student and ask him/her to report himself/herself to the proper authorities so that he/she might clear himself/herself or bear the responsibility of his/her action. If the violator does not turn himself/herself in, further action will be left to the discretion of the student observing the violation. To insure student understanding of and dedication to the honor system, each student shall be furnished with a copy of the honor code and shall sign the pledge, "I understand the rules of the honor system and my rights under the system, and I will uphold the principles of honor at Wake Forest."

(2) The violations of the honor system. A violation of the honor system shall generally consist of any deliberate attempt by a student to make personal gain at the expense of another member of the University community. Specifically,

(a) No student shall cheat on any work, pledged or unpledged. Cheating is defined as willfully or deceptively giving or receiving aid, attempting to do so, or wrongfully obtaining or attempting to obtain prior information about examinations.

(b) No student shall commit plagarism. Plagarism is defined as wrongly offering as one's own any ideas, words, paragraphs, or phraseology obtained from another source and includes the unattributed use of any portion of a computer algorithm or data file, or the use of another's text in pledged work.

(c) No student shall steal from the members of the Wake Forest community. This includes any attempt to gain access or to aid another in gaining access to any computer account other than one's own without proper authorization.

(d) No student shall refuse to pay just debts contracted by him/her. Any student accused of this offense shall be notified in writing to settle this debt within fourteen days; otherwise he/she shall stand trial. In the case of disputed debts, the Council or portion of the Council may serve as an arbitration board at the request of both sides. The Council may deal with these cases at its own discretion.

(e) No student shall willfully interfere with the proper procedures of the Honor Council either by giving false testimony or otherwise obstructing the Council's function.

(f) A student's word of honor given to another member of the University community shall be presumed to be the truth unless proven otherwise. A student shall be in violation of the system if he/she deliberately makes a false or deceiving statement to another student or faculty member in regard to academic matters, to a member of the University administration acting in an official capacity, or to any University judicial body. The Council may dismiss any charges involving lying if by majority vote it rules the incident not worthy of an honor offense.

(3) The penalties for honor system violations.

(a) The minimum penalty for lying, cheating, plagarism, stealing, bad debts, or interference with Honor Council procedures shall be probation. The probation must include a period of time during which the guilty student shall be required to attend counseling sessions with a person of the Council's stipulation. In the case of cheating, a grade of F shall be recommended to the Committee on Academic Affairs for action. The Council's action shall be reported in writing to the dean of the College.

(b) The minimum penalty for cheating when it can be shown that the cheating was calculated and pre-meditated shall be automatic suspension or expulsion from the University.

(c) The maximum penalty for lying, cheating, stealing, or interference with Honor Council procedures shall be expulsion. The maximum penalty for bad debts shall be suspension.

(d) Expulsion shall be automatic for a second violation of the honor system. However, the Council may by a three-fourths vote lessen the penalty to suspension.

SECTION 3 — Rights of defendants in Honor Council hearings.

SUBSECTION a — The defendant has right to counsel. The person chosen to act as counsel must be a student in Wake Forest College. Upon request, the co-chairperson of the Council will aid the defendant in securing counsel.

SUBSECTION b — The defendant does not have to testify, and failure to testify will not be used against him/her. The prosecution may not comment on the defendant's failure to testify.

SUBSECTION c — The defendant has the right to choose between an open and closed trial if the investigation committee decides a trial to be necessary. This choice must be made two days prior to the trial and no reversal shall be allowed except that the defendant has the right to proceed immediately to a closed trial.

SUBSECTION d — The defendant shall be informed immediately of the results of the investigation.

SUBSECTION e — No trial shall take place sooner than five days after the investigation unless the defendant requests an immediate closed trial.

SUBSECTION f — The accused has the right to be present at all times and at all phases of the trial except deliberation.

SUBSECTION g — Only the defendant has the right to present new testimony or evidence after the

Honor Council has made a decision. If the judge accepts the new information, a complete new trial shall be held.

SUBSECTION h — The accused has the right to appeal any decision to the Judicial Council.

SECTION 4 — The Judicial Board's purpose, membership, and duties of members.

SUBSECTION a — The purpose of the Judicial Board shall be to investigate and try all charges of social misconduct and all violations of University rules and regulations not under the jurisdiction of the Honor Council, the director of housing, or the traffic appeals board. The director of housing shall have jurisdiction over property damage and possession of contraband items as enumerated in the housing contract. The Board shall decide the questions of verdict and penalty by a three-fourths majority vote of the jury members present. The minimum penalty of the Board shall be an oral reprimand. The maximum penalty shall be suspension on the first offense. Expulsion may occur only thereafter. However, in cases involving tampering with any fire equipment, the minimum mandatory penalty shall be the immediate cancellation of the housing contract. The actions of the Board shall be reported in writing to the Case Referral Panel, composed of the dean of students or assistant dean of students, one co-chairperson, and one faculty adviser from the Student Judicial Board.

SUBSECTION b — The Judicial Board shall consist of ten regular members and two co-chairpersons. The two co-chairpersons shall be elected to that position by the previous board. The Board shall be composed of members elected for one-year terms. The Board, in conjunction with the dean, shall choose three faculty members to assist them. A resident adviser may not serve as one of the co-chairpersons or one of the regular board members.

SUBSECTION c — The co-chairpersons shall (1) organize the work of the Judicial Board, (2) alternate as convenient in serving as judge when the Board is in session, and (3) appoint the prosecutor/investigator. The co-chairperson who is not the judge of the trial shall serve as one of the jurors. The regular members shall (1) work on prosecution and investigation and (2) vote on all decisions of the Board.

SECTION 5 — Rights of defendants in Judicial Board hearings.

SUBSECTION a — The defendant has the right to counsel. The person chosen to act as counsel must be a student in Wake Forest College. However, a member of the Judicial Board may not act as defense counsel. A student may always choose to defend himself/herself.

SUBSECTION b — The defendant does not have to testify and his/her failure to testify will not be used against him/her. The prosecution may not comment on the defendant's failure to testify.

SUBSECTION c — The defendant has the right to choose between an open and a closed trial.

SUBSECTION d — The defendant has the right to face his/her accuser.

SUBSECTION e — The defendant has the right to be present at all times and all phases of the trial except the deliberation.

SUBSECTION f — Only the defendant has the right to present new testimony or evidence after the jury has made a decision. If the judge accepts the new information, a complete new trial shall be held.

SUBSECTION g — The defendant has the right to appeal any decision to the Judicial Council.

SUBSECTION h — No trial shall take place sooner than five days after the case has been referred to the appropriate judicial body by the Case Referral Panel. In an emergency the defendant may waive the five-day limitation.

SECTION 6 — Interim Judicial Process

SUBSECTION a — During the time period beginning two weeks before the first final examination is scheduled in the spring term and ending with the beginning of registration in the fall term, and at any other time during which the normal Honor Council, Student Judicial Board, or Case Referral Panel are unavailable, the interim judicial process is provided as an option to provide hearing and judgment to students.

SUBSECTION b — Trial through the interim judicial process is presented as an option to any accused student whose trial would normally be scheduled during the times indicated.

SUBSECTION c — If the student chooses the normal procedure rather than the interim judicial process, he or she thereby agrees to be available for trial at the next time the normal procedure is available. Credit received for work taken during the time pending the re-convening of the normal procedure or pending the outcome of an appeal may be dependent on and withheld until the resolution of the trial or appeal.

SUBSECTION d — The interim judicial process will provide trial before a five-person panel of faculty and students including two or three students. The persons on the panel will be appointed by the dean of the College from a list of faculty and students identified by the Honor Council and Student Judicial Board late in the previous term as being available during the interim. The list should include first those who have had experience with the judicial process of the College and then other respected faculty and students.

SUBSECTION e — An appeal of an interim judicial process decision is made to the Judicial Council under the normal procedures of that body. Appeals can be based only on issues of the fairness of the trial, the sufficiency of the evidence to support the verdict, the appropriateness of the sentence, or the failure of the panel to follow the rules set forth in the establishment of the interim judicial process. Deviation of the interim judicial process from the normal procedures is not grounds for appeal.

SUBSECTION f — In the trial the student may have an undergraduate student serve as his or her counsel as in the normal trial procedures. The case against the student shall be presented by an appointee of the dean of students' office. Witnesses may be brought, but written depositions will be acceptable from absentee witnesses.

SUBSECTION g — When the student is charged, the dean of students or assistant dean of students shall suggest to the student a person from the list to serve as initial adviser to the student. Such initial adviser cannot sit on the panel of that student's trial.

SUBSECTION h — No trial shall take place sooner than five days after the student is informed of the

specific charges unless the student requests an immediate trial.

SUBSECTION i — Taped and written outline records of all trials shall be made and kept in the office of the dean of the College.

Article V — Students in University Government

The faculty Committee on Nominations shall request from the members of the faculty a list of nominees from the student body of the College for positions on the appropriate committees of the College. This list shall be submitted to the student government, which shall consider it in preparing a list of two nominees for each position to be filled. This list shall be presented for appointment by the president no later than May 1. The president shall reserve the right to reject the nominees submitted to him and to request other names from the student government.

Article VI — Statutes

The statutes which follow this Constitution shall be established to regulate and order the specific functions of student government bodies. In order that the changing needs of the student government may be met, these statutes shall be subject to addition, amendment, or abolition by a two-thirds majority of the legislature provided the legislature has published the proposed change one week before the vote.

Article VII — Amendment

The Constitution of the Student Government shall be amended or revised only with the consent of two-thirds of those undergraduate students voting on the amendment(s) as expressed by secret ballot.

Article VIII — Ratification

The articles and statutes of this Constitution shall become immediately effective upon the simple majority approval of the undergraduate student body as expressed by secret ballot. Any specific sections of the Constitution in conflict with faculty bylaws will not be in force unless the faculty bylaws are changed to accommodate the student provisions.

Statutes

Statute I — Judicial Branch Procedures

SECTION 1 — Procedures for Judicial Board functions.

SUBSECTION a — Pressing charges.

(1) Violations shall be reported to the Case Referral Panel in writing within ten school days of the date on which the violation comes to the attention of the student, faculty, or staff member reporting the incident, or no charges can be brought by the Case Referral Panel.

(2) The defendant shall be immediately informed in writing of the charges against him/her and of his/her rights by the dean of students or assistant dean of students so that he/she may prepare his/her case.

(3) The Case Referral Panel shall conduct a preliminary investigation of the charges and decide on further action. The Case Referral Panel, after discussion with the defendant and review of the evidence, may drop the case and remove the case from the records. If in the view of the Case Referral Panel further action is required, the defendant will be requested to enter a plea. If a defendant pleads guilty, the Case Referral Panel will assign a penalty for the charges. If the defendant does not enter a plea or pleads innocent, the Case Referral Panel will forward the case either to the director of housing or the Student Judicial Board. The director of housing shall have jurisdiction over property damage and possession of contraband items as enumerated in the housing contract; the Student Judicial Board shall have juridiction over social misconduct violations. All charges forwarded by the Case Referral Panel to the Judicial Board shall be investigated and brought to trial. The Case Referral Panel shall state in writing the charges against the defendant.

(4) Students charged by the Case Referral Panel with a violation of University rules while under the influence of alcohol may choose to have the judicial process dispose of the case or be referred to the Alcohol Review Committee. The accused will be liable for any personal injury or property damage resulting from his/her actions regardless of the choice. If the student chooses the Alcohol Review Committee and does not follow its recommendations, or if the Committee decides treatment is not warranted, the case will be returned to the Panel for disposition. If the student satisfactorily complies with the recommendation of the Alcohol Review Committee, the charges will be dropped.

(5) In instances where violations occur within ten school days from the close of the school year and the Judicial Board cannot be called into session, the Case Referral Panel shall conduct the trial.

SUBSECTION b — Investigation.

(1) The chairperson of the Student Judicial Board shall appoint a member to conduct the investigation and to act as prosecutor.

(2) The prosecution and the defense shall conduct independent investigations.

SUBSECTION c — The jury.

(1) The jury shall be constituted from the regular members of the Board with the exception of the judge and the prosecutor.

(2) A minimum of four jurors and one faculty adviser must be present at a trial.

(3) A three-fourths majority vote of the jury members present shall be required for a decision. The judge and prosecution shall not serve on the jury and shall not be counted in calculating the three-fourths majority required for a decision.

SUBSECTION d — The trial.

(1) The trial shall be held within a reasonable period of time. If a trial is designated closed, only the jury, judge, defense counsel, prosecution, witnesses, faculty advisers, and the defendant may be present. Discussion of any matters concerning closed trials is prohibited during the time of the trial and thereafter.

(2) A Judicial Board co-chairperson has the right and duty to grant the request of the prosecutor or the

defense counsel to summon a witness to appear at a hearing. If the witness does not appear, the matter shall be referred to the Case Referral Panel for possible charges of contempt.

(3) The trial procedure shall be as follows:

(a) The judge shall read the charges against the defendant, ask him/her how he/she pleads, and state the rights of the defendant during the trial.

(b) The prosecutor shall present his/her evidence to the jury.

(c) The defendant and witnesses shall be duly sworn in by an affirmative response to the following: "Do you solemnly swear by the College Honor Code that, to the best of your knowledge, the information you are about to give is the whole truth?"

(d) During the prosecutor's presentation the defense counsel may cross-examine all witnesses. The prosecutor shall have the right of redirection and recross-examination.

(e) After the prosecutor has presented his/her case the defendant or his/her counsel shall present his/her evidence.

(f) The prosecutor may cross-examine all witnesses introduced by the defense. Defense will have the right of redirection.

(g) The judge shall keep order during the trial, rule on the relevancy of all the evidence, ask questions of any witness, and be guided by principles of reasonableness and fairness (but not by the technical rules of the common law courts).

(h) At the conclusion of the evidence the prosecutor may make a closing argument to the jury. The prosecutor's closing argument shall be followed by the closing argument of the defense.

(i) The judge shall then instruct the jury as to the charges and that the burden of proof is on the prosecutor. The prosecutor must establish guilt beyond a reasonable doubt in order to obtain a conviction. The judge shall not comment on any of the evidence. Only jurors and faculty advisers may be present during the deliberation, and discussion of any matters concerning closed trials is prohibited both during and after the trial. The jury shall retire to rule, and its vote shall be by secret ballot. Upon reaching a decision, the jury shall return and a spokesperson shall report the decision to the defendant and the judge.

(j) If the defendant has been found guilty or has made a guilty plea, the prosecutor and defense will argue to the jury as to the punishments appropriate to the offense.

(k) The jury shall retire and decide the penalty.

(l) The judge shall review the penalty, and if it is within the bounds of the Constitution it shall be declared final unless the defense appeals to the Judicial Council.

SUBSECTION e — Mistrials.

(1) Any violation of the rights of defendants as enumerated in Article IV, Section 5 of the Constitution of the Student Body shall result in an automatic mistrial, and a new trial shall be scheduled.

(2) Mistrial shall be determined by a majority vote of the faculty advisers. If a faculty adviser is absent, he/she must send a faculty representative in his/her place.

(3) Two mistrials shall result in the charges being dropped.

SUBSECTION 4 — Appeals.

(1) All appeals of either verdict or penalty shall be made to the Judicial Council by the defendant.

(2) The defendant must report his/her decision to appeal to the chairperson of the Judicial Council no later than ten school days following the decision of the Board.

(3) Grounds for appeal shall be failure of the judicial body to adhere to procedures established by this statute as well as substantive matters of the trial.

SUBSECTION g — Records and reporting.

(1) Taped and written outline records of all trials shall be made and kept in the office of the dean of the College. Records of closed trials shall only be available to members of the respective judicial body, defense, Case Referral Panel, and Judicial Council. Taped records must be kept at least until the possibility of appeal has passed. Written records shall be kept permanently.

(2) After every trial the acting judge shall report the following to the student newspaper: the nature of the offense, the decision, and the penalty imposed. No names shall be divulged. No other judicial body member shall make any statements, public or private. The newspaper shall be allowed to report fully on any open trial.

SECTION 2 — Procedures for Honor Council functions.

SUBSECTION a — Pressing charges.

(1) Any student or faculty member believing a breach of honor has occurred shall with the assistance of any student(s) or faculty member(s) he/she may call upon, inquire into the matter as confidentially and as speedily as possible. If the inquiry results in belief that a probable violation of the Honor Code has taken place, the matter shall be turned over to the Honor Council.

(2) Violations of honor shall be reported to any member of the Honor Council or the dean of the College in writing within ten school days of the date on which the violation comes to the attention of the student, faculty, or staff member reporting the incident. All reports must be signed by the students or faculty members involved and must answer three basic questions: (a) When and where did the act occur? (b) Was the intent of the act to benefit one or more students at the expense of another student? and (c) Was the act serious enough to warrant an honor violation?

(3) The defendant shall be informed in writing of the charges against him/her at least twenty-four hours before the investigation commences.

SUBSECTION b — Investigation.

(1) The co-chairpersons of the Honor Council shall appoint one member of the Council to conduct the investigation who, with the co-chairpersons, will prefer charges if warranted. If a trial is held, the investigator shall serve as prosecutor and not sit in judgment.

(2) The defendant shall make his/her plea within twenty-four hours of the investigation committee's decision.

SUBSECTION c — The trial.

(1) The trial shall be held within a reasonable period of time. If a closed trial is held, only members of the Honor Council and the defendant, defense counsel, and witnesses may be present. If an open trial is held, public notice shall be given at least two days prior to the trial.

(2) The trial procedure shall be as follows:

(a) The Council shall have the power to summon the accused persons and witnesses and to obtain articles and documents of material evidence. If a witness does not appear, he/she shall be referred to the Case Referral Panel for possible contempt charges.

(b) In the interest of brevity and convenience, signed statements may be introduced as evidence.

(c) The judge shall read the charges against the defendant, ask him/her how he/she has pled, and state the defendant's rights during the trial.

(d) The defendant and witnesses shall be duly sworn in by an affirmative response to the following: "Do you solemnly swear (affirm) by the College Honor Code that, to the best of your knowledge, the information you are about to give is the whole truth?"

(e) The prosecutor will present his/her evidence to the Council.

(f) During the prosecutor's presentation the defendant's counsel may cross-examine all witnesses. The prosecutor will have the right of redirection and recross-examination.

(g) After the prosecution has presented his/her case the defendant will present his/her evidence.

(h) The prosecution may cross-examine all witnesses introduced by the defense. Defense will have the right of redirection.

(i) The judge shall keep order during the trial, rule on the relevancy of all the evidence, ask questions of any witnesses, and be guided by the principles of reasonableness and fairness (but not by the technical rules of the common law courts).

(j) At the conclusion of the evidence the prosecution may make a closing argument to the Council. The prosecution's closing argument shall be followed by the closing argument of the defense.

(k) The judge will instruct the Council as to the charges and the fact that the burden of proof is on the prosecution. The prosecution must establish guilt beyond a reasonable doubt in order to obtain a conviction. The judge shall not comment on any of the evidence. Only Council members may be present during deliberation, and discussion of any matters concerning closed trials is prohibited both during the time of trial and thereafter. Council shall retire to rule and its vote shall be by secret ballot. Upon reaching a decision the Council shall return and a spokesperson shall report the decision to the defendant and the judge.

(l) If the defendant has been found guilty or has made a guilty plea, the prosecution and defense will argue to the Council as to the punishment appropriate to the offense.

(m) The Council will retire and decide punishment.

(n) The judge shall review the penalty, and if it is within the bounds of the Constitution, it shall be declared final unless the defense appeals to the Judicial Council.

SUBSECTION d — The jury.

(1) The jury shall be constituted from members of the Honor Council with the exception of the prosecutor and the co-chairperson serving as judge.

(2) A minimum of seven members and two faculty advisers must be present at a trial. The Council shall determine its own policy concerning attendance at the beginning of each year and shall be responsible for seating its own members.

(3) A three-fourths majority vote of the Council acting as jury shall be required for a decision regarding both verdict and penalty.

SUBSECTION e — Mistrials.

(1) Any violation of the rights of defendants as enumerated in Article IV, Section 3 of the Constitution of the Student Body shall result in an automatic mistrial, and a new trial shall be scheduled.

(2) Mistrial shall be determined by a majority vote of the faculty advisers. If a faculty adviser is absent, he/she must send a faculty representative in his/her place.

(3) Two mistrials shall result in the charges being dropped.

SUBSECTION f — Appeals.

(1) All appeals of either verdict or penalty shall be made to the Judicial Council.

(2) The defendant must report his/her decision to appeal to the chairperson of the Judicial Council no later than ten school days following the judicial body decision.

(3) Grounds for appeal shall be failure of the judicial body to adhere to procedures established by this statute as well as the substantive matters of the trials.

SUBSECTION g — Records and reporting.

(1) Taped and written outline records of all investigations and trials shall be made and kept in that body's office. Records of closed trials shall be available only to members of the judicial body, defense, and Judicial Council members. Taped records must be kept at least until the possibility of an appeal has passed, and written records shall be kept permanently.

(2) After every trial, the acting judge shall report the following to the student newspaper: the nature of the offense, the decision, and any penalty imposed. No names shall be divulged. No other judicial body member shall make any statements, public or private. The newspaper shall be allowed to report fully on any open trial.

(3) If the defendant is found not guilty, all evidence and records mentioning the defendant's name will be destroyed.

Statute II — Removal from Office

SECTION 1 — Officers. The president, speaker of the house, secretary, members of the Honor Council and Judicial Board, and the four elected members of the Student Budget Advisory Committee shall be subject to impeachment for failure to perform duties or for violations of the provisions of this Constitution. Any student may bring charges against an officer, and a two-thirds majority vote of the legislature is required for conviction and removal from office.

SECTION 2 — Legislature. Any member of the legislature shall be removed from office for more than two unexcused absences from the legislature, its committees, or a combination of both per semester. Excuses for legislature absences must be submitted to the secretary within two weeks of the absences, and he/she shall rule on the validity of the excuse. The removal can be appealed, and the legislator reinstated with a two-thirds majority vote of the legislature.

Statute III — Replacement

SECTION 1 — Permanent.

SUBSECTION a — In the case of a permanent vacancy in the office of the president, speaker of the house, secretary, or treasurer, an election shall be held to fill the position.

SUBSECTION b — In the case of a permanent vacancy in the Honor Council, Judicial Board, Student Budget Advisory Committee, or legislature, the president shall appoint a new member with the two-thirds majority approval of the legislature. The Committee on Committees shall interview prospective legislators, brief them on the business of the legislature, and submit its suggested replacements to the president, who shall submit one to the legislature for approval.

SECTION 2 — Temporary. In the case of a temporary vacancy in the office of president, speaker of the house, secretary, or treasurer during the winter term, or in some emergency situation, that officer shall appoint someone to take his/her place with the simple majority approval of the legislature.

Statute IV — Elections

SECTION 1 — Qualifications. In order to qualify to run for office, a candidate must submit a petition to the Elections Committee one week before the election. The petition shall contain only names which belong to the constituency of that office. The number required shall be as follows: president, speaker of the house, secretary, and treasurer, 100 signatures; members of the Honor Council, Judicial Board, and Student Budget Advisory Committee, 50 signatures; legislators, 30 signatures. The Elections Committee shall check the validity of the petition and post a list of the candidates no later than three days prior to the election. Any full-time undergraduate student who is not on social or academic probation shall qualify to run, but no student shall run for or hold two offices concurrently. In the case of president and speaker of the house, one academic year of legislative experience shall be required. Any student may ask that these requirements be waived by a majority vote of the Election Committee; and if that student is denied, he/she may appeal to the legislature, which may overturn the Committee's decision by a two-thirds majority vote.

SECTION 2 — Campaigning. Campaigns shall be conducted in a competitive but fair and honest spirit. Candidates shall abide by the regulations of the physical plant to avoid littering, or risk being struck from the ballot. The Elections Committee shall give each candidate a set of these regulations upon receiving his/her petition. No candidate shall spend more than the following on his/her campaign: president, speaker of the house, secretary, and treasurer, $75 each; members of the Honor Council, Judicial Board, and Student Budget Advisory Committee, $40 each; legislators, $25 each. Itemized lists of expenditures shall be approved by the Elections Committee before any officer is installed.

SECTION 3 — Election dates and hours.

SUBSECTION a — Spring elections shall be held no earlier than the third week in March and no later than the second week in April, and polls shall be open from 9:00 a.m. until 6:00 p.m. Legislators, freshman Honor Council members, and the freshman member of the Student Budget Advisory Committee shall be elected in the fall.

SECTION 4 — Balloting.

SUBSECTION a — All voting for spring elections shall be by secret ballot at a polling place supervised by one poll worker chosen from the existing legislature or by the Elections Committee. Any legislator running for office shall not be permitted to work at a poll.

SUBSECTION b — All voting for fall elections shall be by secret ballot at a polling place supervised by at least two poll workers chosen by the Elections Committee. One poll worker shall be a student member of the Honor Council or the Judicial Board or a student selected by the speaker of the house.

SUBSECTION c — Polling places shall be announced one week before the election. Names shall be announced one week before the election. Names shall appear in alphabetical order for each office and ballot boxes provided at each polling place. No proxy voting shall be permitted, and poll workers shall take measures necessary to insure fair voting. Write-in balloting is acceptable provided the student fulfills all qualifications other than presenting a petition. A write-in candidate must have a minimum of ten votes in order to be elected, except in those cases when a candidate who is on the ballot receives fewer votes than the write-in candidate. In that case, the write-in candidate shall be declared the winner, if he/she has received a minimum of one vote. Run-off elections shall be

promptly held for those offices with only one seat in contention if a majority has not voted for one candidate. In elections where more than one position is chosen, a plurality of votes cast shall be sufficient to determine the winners. If two or more persons in contention for the final seat(s) receive an identical number of votes, the number of candidates to be placed on the run-off ballot shall not exceed one more than the number of seats remaining to be decided, unless the number of candidates receiving equal vote totals exceeds this allocation. In no case shall any candidate receiving fewer total votes than those candidates tying for the final position(s) in the election be allowed a position on the run-off ballot. Results shall be tabulated by the Elections Committee and posted in Reynolda Hall immediately. Ballots shall be kept locked in the student government office for ten days during which any candidate may demand a recount. After this, the ballots will be destroyed.

SECTION 5 — The Elections Committee. The president shall chair the Elections Committee, consisting of the speaker of the house, secretary, treasurer, Honor Council co-chairpersons, Judicial Board co-chairpersons, and two legislators selected by the speaker of the house. If any of these members are candidates, the president shall appoint a replacement.

SECTION 6 — Assuming Office. All officers-elect shall take office no later than two weeks after the election. Before assuming office, the president of the student body shall take the oath of office as administered by the president of the University. The president shall then administer the oath of office to his/her fellow officers and to those elected in the fall. The oath of office shall read as follows:

I, (name), promise to execute the duties and responsibilities of the office of (title of office), to pledge myself to the goals of furthering student welfare, the well-being of the College community, and the traditional spirit of the University. I will uphold the Constitution of the student government and diligently perform my responsibilities to fellow students.

Statute V — Committee Composition and Procedures

SECTION 1 — Executive Advisory Committees.

SUBSECTION a — Executive advisory committees shall consist of volunteer members, either from student government or outside who are interested in helping with athletics, food services, health services, psychological services, or parents' weekend. The president shall appoint these chairpersons with the simple majority consent of the legislature.

SUBSECTION b — The Parents' Weekend Committee shall nominate two chairpersons to the president to serve as chairpersons for the following fall's parents' weekend. The president shall consult with the executive officers about the two nominees and then present their recommendation to the legislature, which has the right to approve them by simple majority consent. This process shall be completed no later than February 1, at which time the chairpersons will begin preparing for the fall. A third chairperson shall be appointed by May 1 by the newly-elected president. The secretary of student government will serve as the superviser, but not chairperson, for the committee formed by these three chairpersons. One chairperson will serve as treasurer of the parents' weekend fund. One chairperson will serve as registrar of parents' weekend. The third chairperson will work with the other two selecting a working committee and planning the event. There will be a small salary for each of the three chairpersons. A committee should be chosen and coordinated by May 1.

SECTION 2 — Standing legislative committee composition and procedures.

SUBSECTION a — Selection of the student trustee nominee. The Committee on Committees shall consist of six legislators elected to that position by the legislature and shall be chaired by the president. The Committee on Committees of the Student Government Association shall select from all interested North Carolina Baptist rising sophomore students a slate of six qualified students to run in a general campus election. The present student trustee shall sit in on the Committee interviews as an ex officio member (non-voting).

The Election Committee of the Student Government Association shall present the names of six candidates to the student body for a general election. The names of the top three finishers, along with the number of votes each received, shall be presented to the Student Life Committee of the faculty.

The Student Life Committee of the faculty shall determine which of the three candidates shall be designated as student trustee nominee by a series of interviews. For the purpose of such nominating action the president of the University, the president of the Student Body, and the present student trustee shall serve on the committee as ex officio members. The two names shall be passed on to the Committee for Nomination of Trustees of the Board of Trustees.

SUBSECTION b — The Charter Committee shall consist of six legislators elected to that position by the legislature and chaired by a member of their choice. The Charter Committee shall receive all student organization requests for official University recognition. The Committee shall hold hearings during which the purposes and procedures of the applicant organization shall be explained and its constitution reviewed to see that it is in harmony with the rules and regulations of the University. The Charter Committee shall decide whether to recommend recognition by a simple majority vote, and its recommendation will be subject to a two-thirds vote of approval from the legislature. To recommend suspension of recognition, the Committee must have a two-thirds concurrence and their decision must be approved by a two-thirds vote of the legislature before the recommendation is made. This Committee may also censure any organization that violates its own constitution. In order to censure or recommend suspension of an organization, the Committee shall hold a hearing to investigate all sides of the case. The Committee shall decide the terms of the censure.

SUBSECTION c — The Student Budget Advisory Committee shall consist of four class elected representatives, the president, and three appointed members, and shall be chaired by the treasurer. This committee shall hold hearings for every student organization seeking University funds. These hearings

shall begin in the fall and shall be well publicized so that all students may express their opinions on the merits and needs of these organizations. The Student Budget Advisory Committee shall formulate an overall budget for all student requests, with a two-thirds vote of the committee required for passage. This recommendation shall require the two-thirds approval of the legislature before it is submitted to the vice president and treasurer of the University.

SUBSECTION d — The Student Economic Board shall be chaired by a legislator appointed by the president with the two-thirds approval of the legislature. He/she shall be responsible for maintaining membership on his/her committee from each class and for reporting to the legislature. All major projects of this commmittee shall be subjected to the majority approval of the legislature.

Constitution of the Judicial Council

I. Membership

The voting membership shall consist of nine (9) persons: five (5) faculty members, two (2) administrators, and two (2) students. In addition to these persons, four (4) alternate members shall be chosen: two (2) from the faculty, one (1) from the administration, and one (1) from the student body to serve as voting members, in the absence of regular members.

II. Powers

A. To establish and direct the undergraduate judicial system so as to insure justice and due process to all members of the undergraduate academic community.

B. To hear cases on appeal from trial bodies. Any decisions made by the trial bodies resulting in a penalty of suspension or expulsion will be heard by the committee if appealed. Other appeals will be heard at the discretion of the committee.

C. To organize and present, at the beginning of each academic year, an orientation program for all persons serving in the undergraduate judicial system. This orientation shall be concerned with apprising all members of their full responsibilities and obligations as members of an undergraduate judicial body.

D. The Judicial Council shall have the power to adopt further procedures consistent with the provisions of this document.

III. Procedures

An appeal to the Judicial Council from a decision of the Student Honor Council or Student Judicial Board is based on the fairness of the trial, on the sufficiency of the evidence to support the verdict of the Honor Council or Student Judicial Board, and on the appropriateness of the sentence. It is not a new trial. Any decision of the Honor Council or the Student Judicial Board involving the penalties of suspension or expulsion shall automatically be heard, if appealed. Otherwise the decision to hear a case on appeal shall be decided by the simple majority of the Judicial Council, there being no fewer than seven members present. In the event that the appeal is declined, the appellant shall be notified in writing of the reasons for the council's decision.

The Judicial Council may affirm the decision both as to the verdict and as to the sentence, may affirm the verdict but modify (not increase) the penalty, may reverse the verdict, or may send the case back for retrial on the evidence or for reconsideration of the sentence. In any case in which the verdict is upheld, the sentence will automatically be considered.

Notice of Appeal

Within fourteen days after the defendant is notified of the decision of the Student Honor Council or Student Judicial Board, he/she may file an appeal to the Judicial Council. The appellant in this request should set forth the reasons why he/she thinks the decision of the Honor Council or Student Judicial Board should be reversed or modified.

The request should be submitted to the Judicial Council at the office of the dean of the College and a copy should be sent by the appellant to the chairperson of the Student Honor Council or Student Judicial Board.

Hearing

The appellant, his/her undergraduate counsel, the chairperson of the Honor Council or Student Judicial Board, and/or his/her representative shall be present at the hearing.

The defendant and his/her counsel shall have the opportunity to make statements about the procedures at the trial or about the evidence.

The representative(s) from the Honor Council or Student Judicial Board shall have an opportunity to make statements about the procedures at the trial and about the evidence.

Members of the Judicial Council may ask questions during the proceedings.

The hearing shall be recorded on tape.

At the conclusion of the hearing the Judicial Council shall deliberate in private and a decision shall be reached by a majority vote of the committees. The student shall be notified in writing of the results of the hearing.

Social Rules and Regulations

Wake Forest University endorses as a basic principle of University life the concept of responsible student freedom, which carries with it the recognition by each student of the rights and obligations of other members of the University community.

The University encourages students to conduct themselves as mature men and women and invites them to participate in the formulation of rules and to assume major responsibility in student judicial decisions. At the same time, all participants in University life must remember that, by the charter of the University, the Board of Trustees is ultimately responsible for the University and for its operation.

Wake Forest also expects its students to abide by local, state, and federal laws, as well as by generally accepted moral standards. Although the University's role is not to duplicate civil law enforcement or judicial action, it may exercise authority for reasons appropriate to its function as an educational institution.

The University recognizes that students more readily achieve maturity when they are permitted to assume responsibility for their decisions. Within the academic community, certain regulations are necessary for the orderly operation of the University and for the well-being of its members. In keeping with its historic concern for students individually and corporately, Wake Forest has a legitimate interest in their welfare in and out of class, on-campus and off. The University is concerned with student actions that are inconsistent with student obligations to the educational community. When in the opinion of the University the conduct of a student at any place is reprehensible or detrimental to the best interests of that student, his or her fellow students, or the University, appropriate disciplinary action may be taken.

The University also is concerned with the conduct of students beyond the campus. For many reasons, including the obvious impossibility of controlling off-campus behavior, it does not assume supervisory responsibility for off-campus activities. Nor does the University seek or support special treatment for those of its students who may be apprehended for violation of civil law. It does regulate off-campus events of University-approved student organizations and insists that, at these events and elsewhere, reason and responsibility characterize student conduct. More important, it encourages a sense of propriety and an ideal of personal dignity to guide students in their associations and in their behavior.

The philosophy of Wake Forest concerning student freedom is summarized in the following:

Wake Forest believes in individual freedom, not as a right but as a responsibility . . . freedom to be and, more important, to become. Attendance at Wake Forest is a privilege, not a right. The University's traditions and principles, accepted by each student in his or her voluntary registration, evolve from the core of this indivisible concept of freedom and responsibility. Therefore, it is assumed that the student who elects to come to Wake Forest does so with the intent of being in fact and in spirit a cooperating member of this community.

Although great responsibility rests upon the student for his or her own conduct, the Board of Trustees has specifically charged the faculty and the administration with responsibility for prescribing requirements for the orderly behavior and government of all undergraduate students. The faculty and administration, acting alone or in consultation with the student government, establish specific conduct regulations and provide for their enforcement.

Personal Conduct

Each student should be aware of and responsible for the following rules and regulations:

(1) Cheating, stealing, and lying are serious violations in every instance. They will be referred to the Honor Council.

(2) Any activity which destroys or defaces property or grounds, at the University or elsewhere, is prohibited.

(3) Removal of books from the library without following proper checkout procedures or by misuse of identification is prohibited.

(4) Gambling is prohibited.

(5) Indecent exposure, illicit sexual activity, and public use of vulgar or abusive language are prohibited.

(6) Public intoxication, consumption, or display of alcoholic liquors, wines, or beer in residence halls or elsewhere on campus is prohibited. Students are subject to state and federal regulations concerning the use of alcohol.

(7) Use or possession of illegal drugs (cocaine and marijuana, for example) and drug paraphernalia is prohibited. Students found to be involved in possession, use, distribution, or transportation, on or off-campus, will be subject to disciplinary action which may include dismissal from the University.

Disorderly conduct resulting from drug use will be grounds for such penalty as the University judicial bodies may determine. University physicians, counselors, and chaplains are available to students who wish to discuss in confidence matters concerning drug use, subject to legal limitations on confidential communications.

(8) Hazing, physical abuse, or threat of physical harm in any form is prohibited.

(9) Failure to comply with the directions of University officials acting in the performance of their duties, including failure to give identification, is an offense.

(10) The use or possession of pyrotechnics and other explosives is not permitted anywhere on campus.

(11) Deadly weapons of any type are prohibited everywhere on campus except for use in the Department of Military Science.

(12) Unauthorized entry or occupation of any University facility which is locked, closed to student use, or otherwise restricted as to use is prohibited.

(13) Intentional disruption or obstruction of teaching, study, research, administration, disciplinary procedures, or other University activity is prohibited.

(14) Any unauthorized activity on University property which affects the University's pursuit of its proper educational mission is prohibited.

(15) The solicitation of sales, services, memberships, or gifts on campus without permission of the dean of students is prohibited.

Fire Alarm System

The campus fire alarm system is critical to the protection of the lives and property of students. *General Statutes 14–286* of the North Carolina Criminal Law pertains to giving false fire alarms or tampering with fire alarm equipment as follows:

It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel, or aid and abet anyone in giving a false alarm of fire, or to break the glass key protector, or to pull the slide, arm, or lever of any system, except in case of fire, or willfully misuse or damage a portable fire extinguisher, or in any way to willfully interfere with, damage, deface, molest, or injure any part or portion of any fire alarm, fire detection, smoke detection, or fire extinguishing system.

Any person violating any of the provisions of this section shall be guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars ($500), imprisonment for not more than six months, or both.

The minimum mandatory penalty under the University judicial system is the immediate cancellation of the student's housing contract.

Any student who does not leave the residence hall during a fire drill will be subject to a maximum penalty of $40 or mandatory participation in a work program, imposed by the Case Referral Panel.

Identification Cards

Students are required to carry — and upon the request of authorized University personnel, including residence hall and library staff members, to exhibit — their University identification (ID) cards. These cards are used for admission to athletic events and to the Artists Series, as well as for other purposes of identification. ID cards are not to be used by anyone other than the persons to whom they are issued. During orientation all new students are photographed for identification cards. The ID card is permanent and is used throughout enrollment at Wake Forest. When students withdraw or graduate they must turn in their ID cards to the treasurer. If a card is lost, a charge of $10 will be made for a replacement. Replacements are handled by the office of the dean of students.

Organizational Conduct

Officers of organizations should insure that reason and responsibility characterize functions of their groups. Organizations are subject to the same regulations as individuals, and judicial action may be taken against an organization which permits its members, guests, or others present to violate the University's code of conduct at any group-sponsored function. Such action does not preclude disciplinary action against the individuals involved.

Alcoholic Beverages

Students are subject to all state and local regulations concerning the use of alcoholic beverages. Public intoxication, consumption, or display of liquors, wines, or beers in dormitories or elsewhere on campus is prohibited. Furthermore, unbecoming behavior or any conduct violation committed by a student under the influence of alcohol will be dealt with severely.

The North Carolina law concerning the purchase and possession of alcoholic beverages was changed, effective October 1, 1983. The minimum age for the possession of any alcoholic beverage is nineteen. The other provisions of the law are:

(1) It is unlawful for a person under nineteen to purchase, to attempt to purchase, or to possess malt beverages (beer) or wine.

(2) It is unlawful for a person under twenty-one to purchase, attempt to purchase, or to possess fortified wine, spirituous liquor, or mixed beverages.

(3) If a person, who is under the lawful age to purchase, aids or abets another in violation of (1) or (2), it is a misdemeanor punishable by a fine of up to $500 or imprisonment for not more than six months.

(4) If a person, who is over the lawful age to purchase, aids or abets another in violation of (1) or (2), that person is guilty of a misdemeanor punishable by a fine of up to $2,000 or imprisonment for not more than two years.

(5) It is unlawful to use identification fradulently or to allow another person to use one's own identification fradulently to obtain alcoholic beverages illegally.

(6) The following offenses are grounds for the revocation of a driver's license for one year:

(a) Under age person aiding or abetting the purchase or possession by another under age person.

(b) Fradulent use of identification.

(c) Allowing the fraudulent use of one's own identification.

(d) The purchase or the attempt to purchase alcoholic beverages by an under age person.

Alcohol, liquors, wines, or beer may not be consumed or displayed in classroom buildings; Reynolda Hall; the library; the gymnasium; Wait Chapel; Wingate Hall; areas outside buildings—including lawns, courtyards, and balconies—grounds and buildings of Reynolda Gardens; all formal parlors and hall lounges; corridors in Bostwick, Babcock, Johnson, West, South, the Townhouse, Palmer, Piccolo, the language houses; sundecks; fraternity patios; and the central lounges of Davis, Taylor, Poteat, Kitchin, Efird, South, and Huffman Residence Halls. Wine or beer may be consumed in the dining areas of Reynolda Hall and on fraternity patios after 6 p.m., with the approval of and under the guidelines set by the dean of students or his designate. Kegs of beer are permitted only in leased lounges. Empty kegs must be stored on ground floors and out of public view. The dean of students' office reserves the right to determine the amount of beer and wine served at any undergraduate social function.

Organizations that sponsor parties have the responsibility to inform their members and guests of the state law and University regulations concerning alcohol in both non-party and party situations. A party is defined as a planned function which has guests, refreshments, and entertainment.

Organizations or groups sponsoring parties must uphold both University regulations and North Carolina laws concerning the use of alcohol. The following guidelines must be observed.

I. All parties must be registered with the assistant dean of students forty-eight hours in advance or otherwise approved by the dean of students.
II. Sponsors must have two members of the organization at each door of the party verifying the ages of those who enter. A University ID, driver's license, or passport are acceptable forms of verification.
    A. Anyone attending a function must obey verification procedures approved by the dean of students or his designate.
    B. Each sponsoring group is responsible for verifying the legal drinking age of those attending even though they may have already been checked at another party.
    C. Organizational members at each door of the party must verify the age of each person, including members, pledges, and guests, who enters the party and who wishes to drink by checking that person's ID (Wake Forest ID, driver's license, or passport). Those who are of legal drinking age must have their hands stamped.
    D. Each person who is under age or who has not presented an acceptable ID for age verification must sign a registration book as they enter the party and must refrain from drinking.
    E. Age verification procedures must be approved on the registration form. Any exception to the verification procedure must be approved in advance on the registration form by the dean of students or his designate.
III. Sponsoring organizations are required to post at least three signs stating the law.
    A. The signs will be provided by the assistant dean of students.
    B. The signs will be posted at each door and one will be posted at the serving area. Signs must be easily seen.
    C. The signs must include a statement that it is illegal to serve those under the legal drinking age.
IV. Sponsoring organizations must have two members of legal drinking age who are responsible and present for the duration of the party. Their names and their duty hours must be indicated on the party registration form. They must report to the resident adviser on duty before the party begins and they may not drink alcohol during the party.
V. The sponsoring group must also supply non-alcoholic beverages.
    A. The non-alcoholic beverages must be pre-mixed, easily accessible, easily seen, and available in sufficient quantities as long as alcoholic beverages are available.
    B. All alcoholic beverages at a party are the responsibility of the group. If the organization is not serving alcoholic beverages, it is still responsible for the consumption and distribution of any alcoholic beverage.
VI. Groups providing alcoholic beverages have the responsibility for serving them. Only those of legal drinking age who are members of the organization or for whom the organization is willing to take full responsibility, as indicated on the party registration form, may act as servers. The group is responsible for insuring that servers check for hand stamps and that only those of legal drinking age are served. The degree of responsibility and control taken by an organization over non-member servers is part of the assessment of "good faith efforts" should a

violation of University regulations or state law occur. (See Sections VII.B.1 and VII.B.2.)

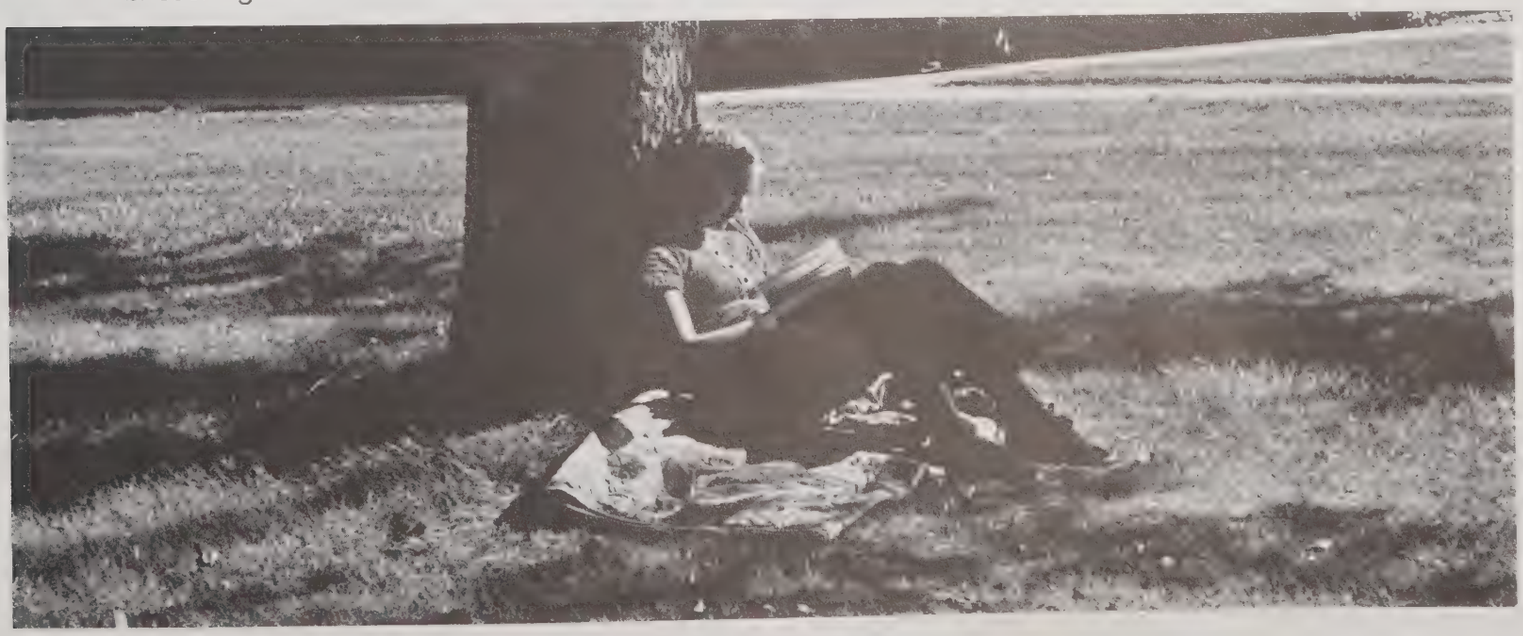
VII. Penalties for violation of University regulations and state law.

A. Individuals who violate University regulations or state law will be dealt with in the following manner.

1. A report will be filed in the dean of students' office.
2. The individual will meet with the area coordinator.
3. The individual will attend an alcohol education session.
4. For the first offense, the student may be referred to the Case Referral Panel by the dean of students' office.
5. A student found to be in violation of the state law beyond the first offense or an individual caught aiding and abetting will be referred to the Case Referral Panel.
6. The recommended range of penalities is:
   a. community service
   b. social probation, terms to be established by the Panel (e.g., not permitted to pledge a fraternity or society for one semester)
   c. loss of right to register an automobile
   d. low housing priority
   e. loss of housing
   f. a combination of the above
   g. suspension

B. Organizations which violate University regulations and state law are subject to the following penalties.

1. Sponsoring groups will be held responsible for violations of state law and University regulations at their functions. Sanctions will be assessed in terms of good faith efforts.
2. The following are examples of activities which are especially helpful in assessing good faith efforts:
   a. consulting with the dean of students or his designate in advance and, in the event of a problem during the party, with the area coordinator.
   b. seeking the advice or assistance of the University public safety office if outsiders are involved.
   c. seeking advice or assistance from the alumni affairs office both in advance and in the event of problems involving alumni.
   d. fulfilling the responsibilities outlined in these procedures.
3. A sponsoring group found in violation of the state law [i.e., serving those who are under the legal drinking age, allowing those under the legal drinking age to consume alcohol at a party sponsored by the organization, or serving anyone who is intoxicated (intoxication is defined as being under the influence of alcohol to the point of stupor, disorderly behavior, poor coordination, or sickness)] or University regulations will be dealt with in the following manner.
   a. After each offense, a report will be filed in the dean of students' office.
   b. The organization will be referred to the Case Referral Panel.
   c. Minimum penalties for violations are the following:
      1. For a violation of University regulations, no alcohol in the lounge for two weeks.
      2. For a violation of state law, no alcohol in the lounge for one month.
   d. Other penalties ranked in order of priority:
      1. No alcoholic beverages at parties for up to one year.
      2. Monetary fines per member of the organization. The money will be placed in a fund for alcohol education.
      3. Suspension of the lounge lease.
      4. Cancellation of the lounge lease.
4. Guidelines for social events where beer and wine are served which are not covered by the preceding regulations are available in the office of the dean of students or his designate. Authorization for these events is granted on a case-by-case basis by the dean of students. Registration requests must be submitted two working days in advance of the event.



Amplified Music

Amplified bands and juke boxes are restricted from performing or being played after midnight Sunday through Thursday, or after 1:00 a.m. on Friday and Saturday nights. Amplification systems, including stereos and radios, may not at any time be played loudly, be placed in residence hall windows, or be used with the intention of entertaining persons outside the resident's or organization's room.

Violators will be subject to a fine of $60 for each incident or a fine of $60 per hour or fraction thereof, whichever is greater.

Visitation

Visitation is approved for the following hours:
Monday – Thursday—5:00 p.m. to 12:00 midnight
Friday—5:00 p.m. to 1:00 a.m.
Saturday—12:00 noon to 1:00 a.m.
Sunday—12:00 noon to 12:00 midnight

Individual halls and suites determine their visitation and open lounge hours within the approved times. With the exception of public lounges, students are not permitted in the residence halls of the opposite sex except during approved visitation hours.

There shall be four levels of penalties for violating the visitation regulations. A first offense will result in a penalty level of either one or two. A student violating the visitation time limits by fifteen minutes, as determined by the staff member reporting the incident, will be assigned penalty level one. Violations which occur outside of the fifteen minute grace period will result in penalty level two. Thereafter, each additional violation of the visitation regulations will result in the student being assigned the next highest penalty level. It should be noted that these are minimum penalties, and that violation of other University rules and regulations committed during a violation of the visitation regulations shall result in a higher level of penalty than those specified. Responsibility is shared by men and women who are found party to a violation of this policy, regardless of where the violation occurs.

Penalty Level

One	A written warning from the area coordinator.
Two	Denial of participation in the initial phase of the room application process. It should be noted that students denied participation in the initial phase are still assured of housing in the second phase. Seniors and day students will be assigned twenty hours of work for the University to be completed by the end of the academic year.
Three	Low housing priority for the following academic year. Seniors and day students will be assigned thirty hours of work for the University to be completed by the end of the academic year.
Four	Immediate loss of housing. Students must vacate their residence hall within twenty-four hours of notification. Seniors and day students will be assigned forty hours of work for the University to be completed by the end of the academic year.

The Student Life Committee shall reserve the right to review the visitation regulations and penalties each year, and to recommend changes.

Entrance Lounges

All entrance lounges located in the north residence halls, including all leased lounge spaces, will be open to women and other authorized persons from 9:00 a.m. until 12:00 midnight Sundays through Thursdays and until 1:00 a.m. on Fridays and Saturdays. Each organization is responsible for the actions of its guests.

All entrance lounges and leased lounge spaces in the south residence halls will be open to men and other authorized persons from 9:00 a.m. until 12:00 midnight Sundays through Thursdays and until 1:00 a.m. on Fridays and Saturdays. Each organization is responsible for the actions of its guests.

All outside doors to the women's residence halls, excluding the main entrance, will be locked and a staff member will be on duty at the desk after 5:00 p.m. from Monday through Friday and after 12:00 noon on Saturday and Sunday.

The main doors of Bostwick and Babcock will be locked at midnight Sunday through Thursday and at 1 a.m. on Friday and Saturday. Johnson and South will have a security guard on duty until 3 a.m. every night, and the main doors will be locked when the guard goes off duty. Bostwick residents who wish to come in between midnight and 3 a.m. may enter through Johnson. After 3 a.m., Bostwick, Johnson, and South residents must get a key from the all-night security guard in West Hall. Babcock residents may enter through West Hall after midnight.

Hall and Twelve Person Suite Lounge Policy

The purpose of the open lounge policy is to provide residence hall occupants with a framework for study,

social events, and casual discussions with students, faculty, and administrators. Security and individual rights must be uppermost in any policy affecting the residents.

I. Guidelines

A. Areas which may be considered for open lounge policy are in those residence halls which include formal parlors, twelve person suite lounges, entrance lounges, hall lounges, recreation lounges, study rooms, kitchens, and laundry rooms. Hallways are not considered open lounge areas.

B. Hours of open lounges will be determined by individual halls, but they must be scheduled within the following hours:

Sunday—12:00 noon to 12:00 midnight
Monday - Thursday—5:00 p.m. to 12:00 midnight
Friday—5:00 p.m. to 1:00 a.m.
Saturday—12:00 noon to 1:00 a.m.

C. All male visitors to the women's residence halls wanting access to the lobby or living areas must present to the desk person a form of positive identification (e.g., Wake Forest ID). The desk person will take the ID and file it. The visitor is then free to go to the hall or lobby. Upon leaving, the visitor will stop back by the main desk and his ID will be returned.

II. Establishing Policy for the Individual Hall

A. The residence council hall representative will present the plan, emphasizing security, visitation policy, and time limits, as well as reports and other information deemed necessary.

B. Each hall will vote whether (1) visitors are permitted in hall lounges, (2) visitors are permitted to knock to announce arrival, and (3) what days and hours are within allowed guidelines. A 75 percent majority of the residents of a hall is required before a policy is approved.

C. Schedules of hall policies will be posted (1) at reception desks, (2) at lobby phones, and (3) at doors on stair landings.

III. Implementation

A. Residence council representatives will have residents sign statements setting forth days and hours. Final approval is by the dean of students.

B. The policies will be implemented as soon as possible.

IV. Enforcement

A. Violations of the hall lounge policy are reported by the resident adviser, who files an incident report with the area coordinator. The area coordinator sends the report to the administration.

B. House presidents, vice presidents, and hall representatives are responsible for stressing to residents the need to comply with the hall lounge policy and for calling meetings at the request of any resident or area coordinator to deal with hall members' flagging consciousness of the open hall policy. House presidents are to provide the area

coordinator with monthly summary statements of the effectiveness of the policy, evaluating attitudes, atmosphere, and compliance in their residence hall sections. The coordinator, in consultation with the assistant dean of students for residence life, will evaluate the statements and determine if the attitude toward or compliance with the policy is within the intended boundaries. If necessary, action will be taken, from calling hall meetings to recommending to the administration that the privilege be revoked.

V. Standards of Conduct

Each hall is encouraged to work both as a community and individually to insure that the hall lounge area is kept orderly and that mutual understanding and sensitivity to others exist.

VI. Revision

Each hall, hallway, and individual suite retains the right to revise its policy as the need arises within the specified guidelines, voting on the hours, days, and places of open lounge at the beginning of each semester.

Housing

Housing Assignments

In the late spring of each year, students who are eligible for and who want to live in residence halls during the following year enter the room assignment process. The University guarantees housing for all those admitted as residence hall students, who

currently live on campus, who have paid the tuition deposit, and who have not lost their housing eligibility as a result of disciplinary action or academic deficiency. Room assignments are made according to student preference and on the basis of a point system. Rising seniors are assigned four points, rising juniors, three points, and rising sophomores, two points each. Groups may combine their points for suites or adjacent rooms. Those with the greatest number of points are assigned rooms first.

First-year students are assigned housing on the basis of a brief interest inventory and are notified of their room and/or roommate assignments during the summer.

Terms and Conditions of Occupancy

(1) Each student is responsible for knowing and observing the principles and policies governing conduct and procedures stated in this handbook. These statements are the terms and conditions of occupancy for living in Wake Forest residence halls. Students found to be in violation of these regulations may forfeit the privilege of living in University housing.

(2) The housing contract extends for one academic year. Only full-time undergraduates in the normal four-year cycle are eligible for housing.

(3) The University agrees to make rooms available from the day before registration or such time as the student is notified to report to campus, except during recesses of the University, until the designated closing times for the residence halls or until twenty-four hours after the student's final academic examination for the semester or twenty-four hours after termination of student status, whichever comes first.

(4) If a student fails to occupy the assigned room within forty-eight hours after the first day of registration without giving the director of housing proper written notice of late arrival, the student's room assignment will be cancelled.

(5) Each student must occupy his or her room in person and may not sublet it to another person. Students may not change rooms without advance approval from the director of housing. Any changes made without permission will result in a $25 fine per person involved. Students and guests must comply with the guest policy, and guests may not stay for extended periods of time.

(6) A key deposit for each key is required of all students at check-in.

(7) The University assumes no responsibility for loss or damage to a resident's personal property. Students should consider purchase of insurance or the extension of parents' insurance to cover such losses.

(8) Students are responsible for completing all registration and checkout procedures relating to the use of residence hall space. A fine of $25 will be levied for failure to follow checkout procedures.

(9) Currently enrolled students who decide not to live in a residence hall after having been assigned space will be liable for rent for the full academic year and lose their right to the space. Prorated refunds are made to students withdrawing from the residence hall only if the student is graduating or does not enroll for the spring semester. Students who are suspended, lose housing privileges, or withdraw from the University will not receive a refund.

(10) The University reserves the right to assess and collect for damages to individual rooms or to common areas within the residence halls. Whenever possible the individuals responsible for such damage will be charged, but, when this cannot be determined, the students living in that area may be asked to share the expense. All damages should be reported immediately to the residence life staff.

(11) The University does not assume responsibility for any suit, action at law, or other claim arising out of injury to the student's person or property while an occupant of a residence hall.

(12) The University reserves the right to deny participation in the room application process or to cancel the room contract of any student with past due University accounts.

University Rights

(1) Residence hall staff and custodial and maintenance personnel may enter assigned rooms at reasonable hours for purposes of inspection, maintenance, or to repair rooms and furnishings, or for reasons of health and safety.

(2) Search of residence hall rooms may be made by authorized University officials, including residence hall staff, in emergencies when life or property appear to be in danger or to investigate suspected violations of state or federal law or University policy where reasonable cause has been established.
(3) The housing office has the right to levy and collect fines for unauthorized use or alterations of rooms, equipment, or buildings, for special cleaning necessitated by improper care of rooms and equipment, and for non-compliance with registration or checkout procedures.
(4) The director of housing reserves the right to require single occupants living in double rooms to move together in order to open double rooms for others.
(5) The University furnishes each student living in University housing with a twin size bed, a chest of drawers, a closet, a desk, and a chair. Students may provide draperies or other decorations. The University does not provide linen or pillows. Custodial service is provided for residence hall areas other than student's rooms. Students are responsible for keeping their rooms orderly and sanitary and for cooperating in the upkeep of common areas.
(6) The University reserves the right to disallow furniture and fixtures which students add to the rooms if it is determined that those items present a health or safety hazard.

Residence Halls

(1) Students must not interfere with the comfort, study, or rights of others. Occupants of residence halls are expected to refrain at all times from making excessive noise. Stereo speakers are not to be placed in residence hall windows and must not be played with the intention of entertainment outside the resident's room. Violators will be fined at a rate of $60 for each incident or $60 per hour (or fraction thereof), whichever is greater.
(2) The use of a residence hall room as a sales or service office or store room without permission in writing from the dean of students or his designate is prohibited.
(3) Animals are not permitted in the residence halls. Fish are permitted.
(4) In order to insure maximum health and safety standards in the residence halls, three categories of electrical appliances have been established. They are
(a) appliances which may not be used or stored in the residence halls. These include toasters, toaster ovens, microwave or convection ovens, any kind of coffee maker, electric skillets, waffle or crepe pans, crock pots, hot plates, electric blankets, or hamburger makers. Air conditioners are permitted only under the provisions outlined in item (5).
(b) appliances which may be used and stored in student rooms. These include musical appliances, hair dryers, blenders, hot-air popcorn poppers, fans, and refrigerators which meet the guidelines outlined in (6).
(c) appliances which may be stored in rooms and used in kitchens or ironing rooms. These include irons, oil popcorn poppers, and hot pots of any kind.
(5) Air conditioners are permitted only with a certified medical statement. Permission from the director of housing must be obtained. Permission will be granted for medical reasons that are documented prior to the registration of the air conditioner, at which time a $25 electrical surcharge will be collected.
(6) Refrigerators which meet University standards (maximum 1.5 amps/5 cubic feet) are permitted.
(7) All extension cords used in the residence halls must be U.L. approved.
(8) Any type of open flame (burning candles, for example) is strictly prohibited.
(9) Possession of locally, state, or federally owned property is prohibited, including street signs, realtor's signs, road signs, and equipment owned by the Department of Transportation.
(10) Water beds are not allowed in residence halls because of potential leakage and damage to property.
(11) Furnishings are not to be used for any other than their intended purpose. University equipment, furniture, or furnishings may not be removed or disassembled. Violators will be referred to the Honor Council.
(12) The installation of furnishings or alterations such as loft systems and partitions are prohibited except as authorized by the director of housing. A deposit may be required.
(13) With the exception of the sun decks on the south side of the campus, students are not permitted on the roofs of any University building. The graveled roofs of the men's residence halls cannot be used because of the possibility of personal injury as well as damage to the structure. Students seen on a gravel roof will be fined $50 for the first offense, $100 for the second offense, and $200 for the third offense. The fraternity or house organization will be billed automatically when students are seen on roofs adjacent to their suites.
(14) Students are not allowed to entertain members of the opposite sex in residence hall rooms except during approved visitation hours.
(15) Tampering with fire alarms or fire equipment is prohibited. The minimum mandatory penalty is the immediate cancellation of the student's housing contract.
(16) Contraband items not permitted in the residence halls include illegal drugs (cocaine and marijuana, for example), drug paraphernalia, deadly weapons, alcoholic beverages other than wine and beer for those under the legal drinking age, and electrical appliances listed in (4a).

Housing Contract

I. The student agrees

A. That this contract shall extend for one academic year.

B. To exercise reasonable care in the use of the facilities of the residence halls; to know and abide by all regulations pertaining to the residence halls of the University, whether such regulations are now in effect or later enacted.

C. To hold harmless the University from any suit, action at law, or other claim whatsover resulting from or arising out of any injury to the student's person or property while an occupant of a residence hall under this contract.

D. That he or she will pay to the University the cost of replacement or repair for any breakage or damage to his or her room, its fixtures or appurtenances and a pro rata share of cost for any damages to communal property when the identity of persons responsible cannot be determined.

E. To pay a prorated room fee, plus a $50 processing fee, and forfeit future housing priority if occupancy is terminated without prior approval during the academic year. (See III.,D.)

II. The University agrees

A. To grant the use of the facilities of the residence from the day before registration or when the student is notified to report, except during stated recesses of the University, until twenty-four hours after the student's final academic examination for the semester or after termination of student status.

B. In the event of mechanical difficulty (air conditioning, heat, hot water, or other equipment) or interruptions of electrical power or water service, the University will make reasonable efforts to restore service. However, in no event shall there be any abatement in residence hall rates because of the University's inability to restore service after making a reasonable effort, nor shall the University be liable for such failure.

C. To refund a portion of the student's payments upon withdrawal from residence halls for the following reasons:

1. The student graduates.

2. The student does not enroll for the spring semester.

III. The University and the student mutually agree

A. That the University reserves all rights in connection with assignment or reassignment of rooms. Any student whose actions are found by the University to be detrimental to the welfare of the student living group may be required to withdraw from the housing covered by this contract and may be refused reassignment.

B. That if the student's physical examination should reveal a health condition which makes group living unwise, this contract shall terminate.

C. That currently enrolled students who decide not to live in a residence hall after having reserved a space will be liable for rent for the full academic year. After occupying a room, the student is not entitled to refunds if he or she is suspended from the University or removed from University housing for violation of principles and policies on conduct and procedure.

D. That the full year's room rent will be paid if the student moves out and unoccupied space directly or indirectly results.

E. That if a student is assigned space for the 1985–86 academic year and is academically ineligible to continue at the end of the first summer session, the room assignment will be cancelled. If the student attends the summer session and is permitted to return in the fall, he/she may request placement on a waiting list. Housing is not guaranteed in these situations.

Overnight Guests

All overnight guests must be registered by their host with the area coordinator. Registration must include names of host and guest, length of stay, home address, name and address of nearest relative, and auto license number. The University will not be responsible for articles missing from rooms or damage to guest's personal effects during visits. Should a guest violate a regulation, the host will be subject to such penalty as determined by the appropriate authority. A guest must present identification (such as college ID or driver's license) to enter a building which has been locked for the night. A stay of seventy-two hours should be considered a maximum. Overnight guests during the week are discouraged.

Focus on Wake Forest

What do I do about . . .?

What is my room like? What do I need to bring to make it comfortable and homey? What clothes will I need? What really happens during registration? How do I get off campus and what is available in Winston-Salem? These—and hundreds of other questions like them—perplex every college freshman during the summer. The paragraphs on the pages which follow try to answer some of the most frequently asked questions. If you don't find the answers you need, write or call one of the student services offices described on pages 5 to 8 of this handbook.

Freshman Pre-School Conference

Described by some students as Wake Forest at its best, the pre-school conference at nearby Camp Hanes is sponsored by the campus ministry. It offers small group discussions, worship services, mini-courses, skits, recreation, and informal opportunities to meet professors and other students. Friends you make on retreat will give you a foothold in campus life and strong friendships at the beginning of the year. You'll get a brochure about the retreat—give it special consideration. Arrangements are made to deposit your belongings in your residence hall room immediately beforehand. Dates for the retreat are August 19 to August 22.

Orientation

The six busy days immediately before classes begin are your introduction to many of the details of campus life. You are on a tight schedule of meetings and receptions, with enough mixers and parties thrown in to leave you able to remember either names or faces but probably not both. You and the other members of your small orientation group (your roommate probably will be one) will meet with your academic adviser. Several tests given by the University Counseling Center will be scheduled at various times. The College Union, the ROTC, and the University Theatre sponsor open houses, and choir and band auditions are held. Orientation is fast-paced, and it sometimes seems that you have a million things to do at once. But once classes start and you begin to settle into a routine you'll get a better idea of what Wake Forest life will be like for you.

Registration

Registration consists of two phases: a conference with your adviser and sectioning for courses. You and your adviser select primary and alternate courses from the basic and divisional requirements.

The sectioning phase of registration is held in the Athletic Center. You should enter promptly with your alphabetical group. Sectioning consists of handing your schedule card to the authorized sectioner who initials your course on the schedule card and gives you a computer course card. When you have a computer course card for each of your courses, you should go to the exit stations for the final check of your registration.

Approximately 60 percent of the freshmen are "presectioned" into English 110 for the fall term, and the remaining students will be assigned English during the spring term. This information will be printed on the schedule/demographic form in your registration jacket.

If you have questions concerning your registered courses, please consult the registrar's office, 110 Reynolda Hall.

The Plaza

The quadrangle area on the north end of campus is surrounded by Wait Chapel, Reynolda Hall, residence halls Davis, Efird, Huffman, Kitchin, Poteat, and Taylor. It is one of the most beautiful parts of the campus, a frequent meeting place, and an important part of Wake Forest life. Each season offers different attractions: fall's turning leaves strung with toilet paper after a victorious football game; winter's stark bareness, accented by an occasional snowfall; the beauty of the budding elms and flowering dogwood in the spring. It's called the Plaza or the Quad. *The grass cries if you walk on it, so please don't!*

You'll also be making frequent "business trips" to the Quad. On the ground level of Kitchin you'll find the Deacon Shop, with its Wake Forest memorabilia, and a barber and beauty shop; in Poteat, the popular post office; in Taylor, the book store, which has stationery, posters, and other incidentals along with textbooks (on the lower level) and school supplies; in Davis, a Wachovia Bank and the Sundry Shop. The housing office and the offices of the assistant vice president for student affairs, the dean of students, and assistant deans of students are also located in Davis.

Freshman Roommates

You'll receive your roommate's name along with room information in mid-summer. Write to him or her immediately. Your roommate is just as curious as you are, so take the first step. Writing is also a good way to decide which one of you will bring what—to avoid duplications or settle conflicts.

After you both arrive and begin to get to know each other, what then? Some freshman roommates have formed friendships that last a lifetime. Others never want to see each other again! But most make the best of the situation and learn a lot in the process about compromise and mutual respect. However it turns out, if you enter into the relationship with a good attitude you can't go far wrong. Even the most incompatible roommates should know that they have a chance to learn about different lifestyles. Adapting to others is part of growing up.

Your Room

Generally rooms are comfortable, if a bit less than spacious. You may be in for a culture shock if you're accustomed to a large, air-conditioned single room, but there's a lot you can do to a basic room with a little imagination. Beds (twins for women, bunks for men), desks, chests of drawers, and window shades are provided. Women's rooms also have a large wall mirror over a built-in counter cabinet and a gold, green, or blue area rug, bookcases, bulletin boards, medicine cabinets, and curtain rods.

Bed linens and towels are offered by the linen service. The linen service is very convenient. If you choose not to take it, bring your own sheets, towels, washcloths. You'll need a blanket for cold winter nights, warm spring picnics, and sunbaths.

Decorating should be discussed in summer letters. Because of potential damage to the walls, you aren't allowed to tack or tape, or to use putty or other adhesives on them. But each room has wooden

moldings where tacking and taping are open season, so bring all your posters and planters; plants are a homey addition to any room.

All rooms are painted antique white.

Windows in Johnson and Bostwick:

Except for the rooms listed below, single rooms have one window, 36"w by 56"l, and double rooms have one double window, 76"w by 56"l

The following rooms have two single-sized windows, each 36"w by 56"l: 8, 9, 17, 101, 105, 106, 113, 114, 122, 203, 207, 208, 215, 216, 220, 226, 231, 303, 307, 308, 315, 316, 322, 324, 325.

Windows in Davis, Kitchin, Poteat, and Taylor:

Except for those listed below, freshmen rooms have one double window, 72.5"w by 56"l.

The following have one window, 45.5"w by 56"l: Kitchin 6, 107A, 107B, 107C, 201C, 201D, 201E, 201G, 205A, 205B, 205C, 301C, 301D, 301E, 301G, 305A, 305B, 305C; Poteat 301A, 301C, 301D, 301E, 305C, 305D, 305E, 311C, 401B; Taylor 311B, 401B.

The following have two windows, each 45.5"w by 56"l: Kitchin 301A, 301B, 301F, 305D, 305E; Poteat 301B, 301F, 301G, 305A, 305B, 311B, 401C; Taylor 311A, 401A.

Checklist

(1) Window fan
(2) Laundry basket or bag
(3) Desk lamp
(4) Waste basket
(5) U.L. approved extension cords and three-way plug
(6) Coat hangers
(7) Bike
(8) Bike lock
(9) Bedrest pillow
(10) Loud alarm clock
(11) Glasses, cups, silverware
(12) Popcorn popper, pots, pans for cooking *in kitchens*
(13) College dictionary and thesaurus
(14) Can opener
(15) Typewriter
(16) Sewing kit, scissors
(17) Clothes drying rack
(18) Iron
(19) Calendar
(20) Radio and stereo
(21) First aid items
(22) Shower bucket

If you would like to have a small refrigerator, it is preferred that you rent one from the student government because it has the correct sizes. If this is not possible, make sure that your refrigerator is no more than 1.5 amps and 5 cubic feet. These are University standards. Hot plates are not allowed.

Survival Notes

During the first days you'll have to settle the particulars of setting up residence at Wake Forest.

(1) You'll visit the campus branch of Wachovia Bank if you've established an account there, to settle matters of checks and confirm the fact that you have an account.
(2) On the first day of orientation (August 22), your resident adviser will take you to have your student ID made, to pick up your meal card, and to pick up your linens and linen service locker number and key.
(3) Go to the post office to make sure you know where your box is and get a key.
(4) One is easily lulled into a sense of false security on campus. There are occasional thefts and other unsocial occurrences. Check to see if your family's homeowner's insurance will extend to cover your belongings on campus, and record the serial numbers of your valuables. Students are encouraged to have items engraved with their social security number.

Clothes

The primary rule for dressing at Wake Forest is to wear whatever makes *you* comfortable. And whatever you're comfortable in now is most likely what you'll be comfortable in when you get to college. T-shirts and jeans to khakis, skirts, and sun-dresses . . . all are fine.

Closet space *is* limited! Don't bring more clothes than you need. Do bring your summer clothes for the hot September weather, an umbrella for the later monsoons, and standard equipment (socks, shorts, bathing suit) for gym class. Wait until Thanksgiving vacation to bring your winter clothing. A variety of clothing bearing the Wake Forest insignia may be purchased in the Deacon Shop on the Plaza.

Resident Advisers

Resident advisers will be your best friends, not only during your freshman year but every year. They are upperclass students trained by the administrative staff to handle any situation which arises. They know the University rules and regulations and will be able to answer questions for you.

They are great people to talk to about any problems you may have because they are good listeners. They help you plan hall dinners, outings, and parties and in many instances will help introduce you to the social life on campus. *Get to know your RA.* He or she will be the person you can always depend on for help.

Day Students

It is sometimes difficult for day students to feel part of college life. Here are some suggestions, if this is a problem for you.

First, make as many friends who live on campus as possible. This gives you some place to go other than the library and the main lounge of Reynolda Hall to study and socialize. These friends will keep you up to date on everything that happens on campus and make you aware of any changes that may occur. Second, some women's residence halls adopt other freshmen women who happen to be day students. These adopted hallmates go to the hall between classes, after classes, and any other time they wish. Finally, become involved in as many extracurricular activities as possible. They will help to keep you involved in things

that go on around campus and give you the opportunity to make effective changes in campus life for *all* students.

Attention Women

(1) When deciding upon your eating program for next year, keep in mind that the small food service meal plan is adequate for most women.
(2) Be sure to stop by "Vegas" and leave your mark! This graffiti-decorated tunnel between Johnson and Bostwick is a convenient source of vending machine treats and crushed ice.
(3) Johnson Hall houses the laundry room. Bringing your own detergent can save money. Beware—Friday afternoons are hectic!
(4) Each residence hall has a formal parlor with a piano and a rec room with ping-pong tables and televisions. You are invited to take advantage of these study-break opportunities.
(5) Most halls have ironing rooms, luggage rooms, and vacuum cleaners. If not on your hall, these things are all nearby.
(6) There is a sun deck on top of each of the women's halls, so you can take advantage of the southern change of seasons with a pre-summer tan.
(7) There are unannounced fire drills each semester, and your RA will discuss all of the safety rules with you at your first hall meeting. Be prepared!

Attention Men and Women

(1) Room security is your responsibility. You should lock your room and take your key with you.
(2) The Sundry Shop is conveniently located on campus but is more expensive than off-campus stores. Stock up when you find a ride to a shopping center.
(3) Don't buy your textbooks until you are registered for your classes and are sure of the books you'll be using. Check out the APO student-run book exchange located in the basement of Reynolda Hall for possible savings.
(4) For P. E. and labs, don't forget to pack your old high school padlock.
(5) Bikes are stored on the first floor level racks of both men's and women's halls. They can still get wet, so you may want to bring a cover.
(6) In addition to your personal bike identification, the Winston-Salem Police Department has a campus registration for bikes in the fall.
(7) Athletic equipment may be checked out at the P. E. department on the second floor of the gymnasium. Take your ID card.
(8) A student directory is published in the fall and may be picked up at the information desk. It has phone numbers for all the students, professors, departments, campus services and offices, and students' home addresses. There is also a directory of some essential phone numbers in the back of this handbook.
(9) Keep your eyes and ears open for what's happening. The information desk usually has a variety of informative materials. And don't forget *Old Gold and Black* every Friday.
(10) Any questions? Ask your RA!

Studies

You will soon learn that academic life takes precedence at Wake Forest. Although studying is most important, extracurriculars such as concerts, plays, and involvement in student organizations are also an important part of your education. Getting to know professors outside the classroom is another means of enriching your stay at Wake Forest, and one which definitely should not be overlooked.

Studying will require more of your time than you ever thought possible. Self-discipline is a must, and making effective use of your time between classes is necessary. To help organize your time and prevent procrastinating, bring a calendar on which to mark all your major tests and papers. Finding a good, quiet place to study is important and not too difficult. Desks for study are located in the men's and women's residence halls. The reserved book room of the library is open until 2:00 a.m., and designated classrooms stay open all night.

Common sense dictates the value of regular class attendance, effective notetaking, and reasonable study breaks. If you have trouble, help is available from the residence hall staff, the University Counseling Center, and upperclassmen, professors, and deans.

Food and Entertainment: The Deacon's Delight

As a Wake Forest freshman you will spend most of your time on campus. But after a while you'll tire of the delicacies of the Pit (otherwise known as the cafeteria), or you'll want to get off campus at odd hours. Consult your RA for directions and suggestions.

Many students at Wake Forest do not have cars. The Winston-Salem Transit Authority has a bus stop behind Wait Chapel, and buses run on a regular schedule during the day. The route goes downtown or to Reynolda Manor.

There are many movies, lectures, and concerts on campus and at Reynolda House, yet many people go off-campus regularly. There is a wide variety of places to go.

Check with your RA for suggestions and directions.

For more variety, there are

Movie Theatres

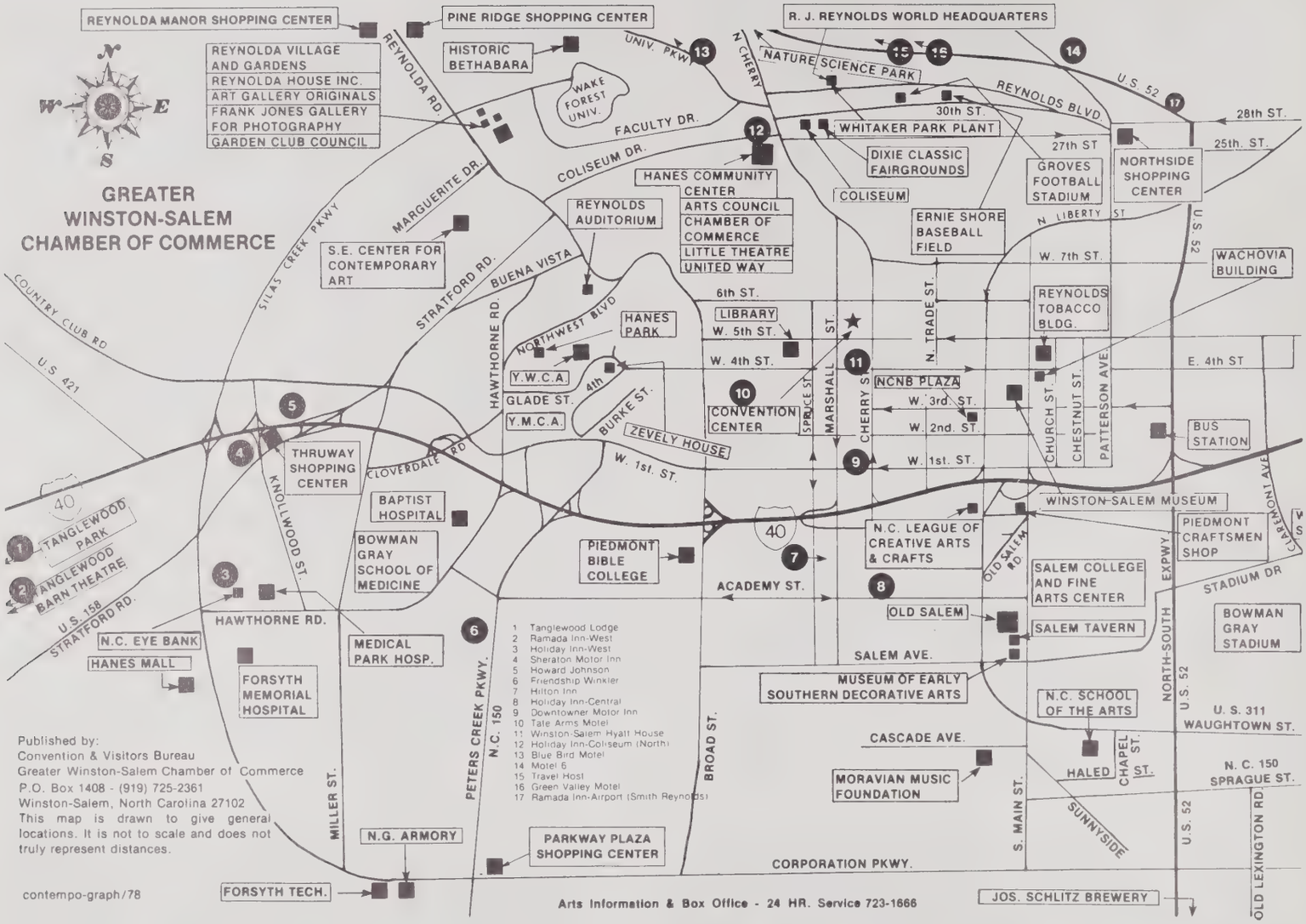
(Check newspaper listings, and ask about discount tickets at the information desk.)

Tours

Old Salem: A beautiful look at Moravian culture
Joseph Schlitz Brewery
Whitaker Park: R. J. Reynolds Tobacco Company and R. J. Reynolds Industries World Headquarters

Miscellaneous

Ice skating at the Hyatt House downtown
Concerts at the Greensboro Coliseum, Memorial Coliseum, and the Roger L. Stevens Center for the Performing Arts



Winston-Salem

The city of Winston-Salem dates back to the early 1750s, when Moravians from Pennsylvania founded the community of Salem. One of the finest examples of restored colonial life in America, Old Salem is a popular spot for sightseeing. Moravian Christmas and Easter services attract people form all over the country.

The leading industry of the city is R. J. Reynolds Industries, which has been responsible for much of its growth. The city is also home for the second largest bank in the Southeast, America's largest producer of knitwear, and the largest regional airline in the nation. Municipal recreation includes golf courses, tennis courts, parks, theatres, bowling, skating, and ice-skating.

Cultural opportunities are plentiful. In addition to University events, students attend programs of the Little Theatre, the Winston-Salem Symphony and Chorale, the Piedmont Chamber Singers, the Chamber Music and Friends of the Dance Series, and arts and crafts fairs in the area. Salem College, Winston-Salem State University, and the North Carolina School of the Arts also sponsor programs of cultural interest.

Churches in the community welcome Wake Forest students. The Wake Forest Baptist Church has services

in Wait Chapel. Many others help students arrange transportation for worship and church work.

The shopping center closest to campus is College Plaza, across from the Coliseum. Also within walking or cycling distance are Reynolda Manor, Pine Ridge, Northside, Thruway, and Cloverdale Shopping Centers. Parkway Plaza and Hanes Mall are within driving distance. Reynolda Village, between Reynolda House and the campus, is an easy, pleasant walk and has a number of attractive smaller shops.

The Reynolda Campus

1. Wait Chapel (Auditorium and Church)
2. Wingate Hall (Religion)
3. Reynolda Hall (Administration and Student Services)
4. Z. Smith Reynolds Library
5. Efird Hall (Women)
6. Huffman Hall (Men)
7. Taylor House (Men)
8. Davis House (Men)
9. Poteat House (Men)
10. Kitchin House (Men)
11. Salem Hall (Physical Sciences)
12. Winston Hall (Biological Sciences)
13. Tribble Hall (Humanities and Social Sciences)
14. Babcock Hall (Business, Mathematics, and Management)
15. Carswell Hall (Law)
16. Bostwick Hall (Women)
17. Johnson Hall (Women)
18. Babcock Hall (Women)
19. West Hall (Women and Men)
20. Upper Plaza
21. Lower Plaza
22. William N. Reynolds Gymnasium
23. Athletic Center
24. Indoor Tennis Center
25. Townhouse Apartments (Men)
26. Outdoor Track
27. Scales Fine Arts Center
28. President's Home
29. Faculty Apartments
30. Student Apartments
31. Palmer Residence Hall (Men)
32. Piccolo Residence Hall (Men)
33. German House (Women and Men)
34. South Hall (Women and Men)

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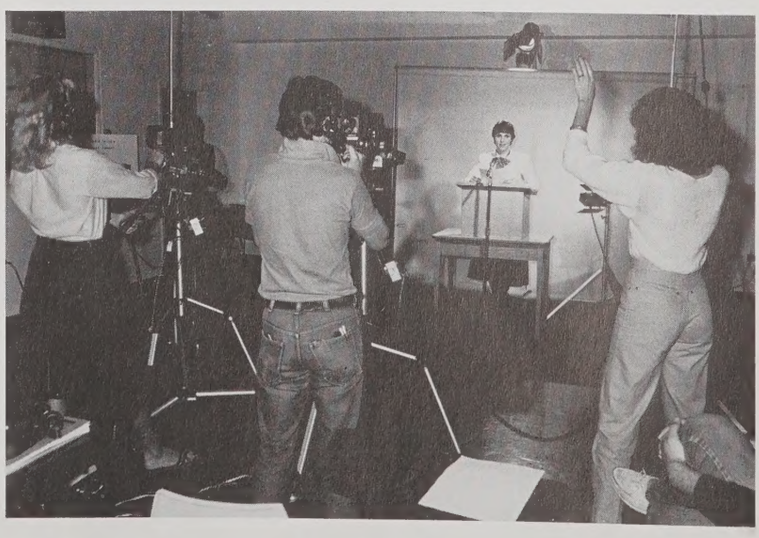

Useful Telephone Numbers

Academic Departments, Offices, and Organizations

Activities Coordinator/Campus Calendar	5242
Alcohol Event Registration	5565
Anthropology Department	5435
ARA Food Services	5607
Art Department	5310
Artists Series	5757
Asian Studies	5307
Assistant Dean of Students	5565
Assistant Dean of Students for Residence Life	5185
Assistant Vice President for Student Affairs	5226
Athletics	5616
Babcock Graduate School of Management	5418
Baptist Student Union	5248
Barber and Beauty Shop	725-2443
Biology Department	5323
Bowman Gray School of Medicine	748-2011
Business and Accountancy, School of	5304
Campus Ministry	5248
Campus Police	5591/5592
Career Planning and Placement	5246/5247
Chaplain	5210
Chemistry Department	5325
Classical Languages Department	5330
College Bookstore	5603
College Union	5228/5230
Communications (News Bureau)	5237
Computer Center	5261
Concerts and Lectures	5757
Counseling Center	5273
Cross Campus	5890
Dance Series	5393
Deacon Shop	5606
Dean of the College	5311
Dean of Students	5226
Dean of the Summer Session	5664
Debate Team	5268
Economics Department	5334
Education Department	5341
English Department	5383
Financial Aid Office	5176
Fraternity Affairs	5185
German Department	5359
Graduate School	5301
Gymnastics	723-6382
History Department	5501
The *Howler*	5289
Housing Office	5663
Information Desk	5255
Intramural Sports	5838
Judicial Affairs	5185
Language Laboratory	5271
Law School	5430
Library	5480
Mathematics and Computer Science Department	5354
Media Center	5205
Military Science Department	5309
Minority Affairs Office	5664
Museum of Man	5282
Music Department	5364
National Defense Loans	5189
Old Gold and Black	5280

Philosophy Department	5359
Physical Education Department	5391
Physical Plant	5611
Physics Department	5337
Placement Office	5246
Politics Department	5449
Pool	5204
Pre-Graduate School Advising	5246
Pre-Law Advising	5504
Pre-Med Advising	5311
President	5211
Provost	5214
Psychological Services	5273
Psychology Department	5424
Public Safety Department	5591
Registrar's Office	5207
Religion Department	5461
Resident Advisers	5185
Reynolda House	725-5325
Romance Languages Department	5487
ROTC	5308
Scholarships and Student Aid	5176
Security	5591
Snack Bar	5609
Society Information	5195
Sociology Department	5495
South Residence Council	724-2572
Speech Communication and Theatre Arts Department	5405
Sports Information	5640
Student Activities	5228
Student Health Services	5218
Student Government	5293
Summer Session	5664
Sundry Shop	5604
Tennis Center	5634
Tocqueville Forum	5665
Traffic	5591
Treasurer's Office	5234
University Counseling Center	5273
University Police	5591
University Theatre	5294
US Post Office, Reynolda Station Branch	5283
Wake Forest Baptist Church	5297
Wake Forest Review	5291
WFDD-FM	5257
Women's Studies	5273/5364